

SYDNEY HARBOUR FEDERATION TRUST

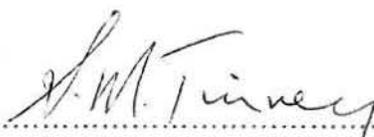
92nd MEETING

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

17 June 2014

MINUTES

True & Correct Record of the 92nd Meeting of the
Sydney Harbour Federation Trust


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Chair

DRAFT UNTIL SIGNED

Minutes of the 92nd meeting of the Sydney Harbour Federation Trust held in the Boardroom, Sydney Harbour Federation Trust Offices at 10.25am on 17 June 2014.

Present

Ms Anthea Tinney	Chair
Mr Rohan Jeffs	Member
The Hon Leo McLeay	Member
Mr Peter Lowry	Member
Ms Sandra Hook	Member
Dr Elsie Heiss	Member
Ms Paula Braxton-Smith	Member

In attendance

Mr Geoff Bailey	Executive Director
Mr Nick Hollo	Deputy Executive Director
Dr Susan Culverston	Chief Financial Officer
Mr David Llewelyn	Finance Manager
Mrs Jane Page	Secretariat

Apologies

Clr Jean Hay	Member
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The meeting commenced at 10.25am on Tuesday 17 June 2014.

1) Introduction

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

Moved: P Lowry Seconded: R Jeffs

The Chair welcomed all to the meeting.

- b) Apologies
Apologies were noted.
- c) Declarations of Interest
The declarations of interest were noted.

2) Minutes of the Meeting held on 29 April 2014 (Agenda Item 2)

The minutes from the 91st meeting held in private on 29 April 2014 were considered. Amendments were made to the minutes.

The Trust RESOLVED to accept the minutes, as amended, from the 91st meeting of the Trust held in private on 29 April 2014.

Moved: S Hook Seconded: R Jeffs

3) Draft Budget 2014-15 (Agenda Item 3)

Dr Culverston spoke to the paper.

The report was reviewed by the Audit, Risk and Compliance Committee at its meeting on 16 June 2014 and the Committee recommended the draft Budget to the Board for approval.

Dr Culverston thanked Mr Llewelyn for the comprehensive work he had undertaken in preparing the draft budget.

The figures in the budget are recommended to the Board as robust and achievable. There were no significant changes since the draft budget presentation at the February meeting. The assumptions underlying the draft budget have not changed since the

February meeting. Income and expenses are aligned with the Strategic Plan. There was further discussion of the scenarios that could influence the Trust's finances. The trend lines for the main sources of revenues and expenses were discussed.

The Trust RESOLVED to approve the budget for 2014-15 as presented.

Moved: S Hook

Seconded: L McLeay

Financial Report

Mr Llewelyn spoke to the report. As at 30 April, the Trust had a surplus of \$1.1M. The reporting and valuation methodology to be adopted under AASB13 – for the valuation of assets has been agreed with ANAO after legal advice had been received and the methodology checked with a valuer.

The Trust noted the financial report as at the end of April.

4) Asset Renewal Reserve (Agenda Item 4)

The report was noted.

At its last meeting, the Board approved an increase in the Trust's Asset Renewal Reserve. ANAO has advised that a Business Case would need to be prepared setting out anticipated expenditure of these funds. The report recommending the specific principles and projects for the allocation of these funds was agreed.

5) Middle Head Aged Care Proposal update (Agenda Item 5)

Mr Bailey gave an update of the proposal and the process moving forward in light of the Department of Environment's decision. The Board will be kept up to date of the process as it progresses.

Mr Lowry asked it be noted in the minutes his declaration that when the aged care proposal for Middle Head was raised with him by the community he advised the enquirers that he would have no further discussion with them about the matter.

6) Tenant Selection Committee Report (Agenda Item 6)

Mr Lowry spoke to the report.

Given the short 2 month reporting period, there was little commercial leasing activity to report. It was noted that the number of vacancies is 2% of lettable properties.

The report was noted.

7) Audit, Risk and Compliance Committee Report (Agenda Item 7)

Mr Jeffs spoke to the report.

The minutes from the AR&CC meeting held on 28 April were circulated to Trustees. Ernst & Young have been appointed as the Trust's internal auditors. Partners met with the AR&CC at its meeting on 16 June to advise their methodology when undertaking an audit.

ANAO advised that the interim audit result indicated there was nothing adverse to bring to the Committee's attention in regard to the Trust's risk profile and audit activity.

There was discussion at the Committee meeting of the new legislation - *Public Governance, Performance and Accountability (PGPA) Act 2013*. The Board and AR&CC charters will be updated in accordance with this new legislation once it is finalised.

8) Defence Heritage Committee Report (Agenda Item 8)

Mr McLeay spoke to the report.

The Committee has met and drafted a plan of action. Three Trustees will be on the Committee and specialist advisers will be called upon to assist with the interpretation of the different sites and the stories around these sites. North Head will be the starting point.

Trustees noted the draft Plan and agreed to the methodology to be adopted in pursuing the Plan.

9) Work Health and Safety Report (Agenda Item 9)

The report was noted.

10) Reconciliation Action Plan (RAP) Update (Agenda Item 10)

The minutes from the RAP Subcommittee meeting held on 4 June 2014 were circulated to Trustees.

Dr Heiss advised the Trust's RAP document would be lodged with Reconciliation Australia. Once it is lodged, the Trust will arrange for a representative from Reconciliation Australia to speak at a staff meeting.

NAIDOC Week 2014 will run from 6-13 July. The Aboriginal flag will be raised at North Head Sanctuary, Cockatoo Island and Headland Park where there will be a function to commemorate NAIDOC week.

11) HR Committee Report (Agenda Item 11)

The draft charter was noted. The committee will meet for further discussion.

There being no further discussion, the meeting closed at 1.45pm

ACTION ITEMS

	Meeting Date	Item	Responsibility	Due Date/Status
1	29/4/14	Undertake internal review of Trust Business Strategy	GB	asap
2	29/4/14	Review WHS report presentation.	JP/Robyn Michael	asap
3	17/6/14	Graph separately revenue and expense trends over the last 5 years. Include corporate governance expenditure.	SC	December meeting.