

SYDNEY HARBOUR FEDERATION TRUST

122nd MEETING

Boardroom, Sydney Harbour Federation Trust Offices
Building 28, Best Ave, Mosman

Meeting in Private

29 June 2018

MINUTES

True & Correct Record of the 122nd Meeting of the
Sydney Harbour Federation Trust

A handwritten signature in black ink that reads "Jean Hay".

Acting Chairman



Minutes of the 122nd meeting of the Sydney Harbour Federation Trust held in the Boardroom, Sydney Harbour Federation Trust, Building 28, Best Ave, Mosman at 11.15am on 29 June 2018.

Present

Mrs Jean Hay AM	Acting Chair
Ms Sally Herman	Member
Ms Sandra Hook	Member
Mr Garth Callender	Member

Apology

Mr Joseph Carrozzi	Member
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In Attendance

Ms Mary Darwell	Executive Director
Ms Susan Culverston	Deputy Executive Director (CFO)
Mr Stephen Alborough	Director, Property & Leasing Management (partial attendance)
Ms Libby Bennett	Director, Projects & Planning (partial attendance)
Mr Daniel Sealey	Manager, Planning & Special Projects (partial attendance)
Ms Margaret Bouhabib (EA)	Secretariat
Ms Grace Guilfoyle	Australian National Audit Office (Observer)
Ms Michelle Page	Australian National Audit Office (Observer)

The meeting commenced at 11.28am on Friday, 29 June 2018.

The Board NOTED there was a quorum, with the majority of Members elected in attendance.

1. Introduction (Agenda Item 1)

Mrs Hay welcomed Ms Grace Guilfoyle and Ms Michelle Page, Australian National Audit Office to the meeting. Ms Guilfoyle and Ms Page’s attendance is as a part of the Auditor-General’s performance audit of the Effectiveness of Public Sector Boards pursuant to section 18 of the Auditor-General Act 1997. The objective of the audit is to assess the effectiveness of governance boards in selected entities.

The Board RESOLVED to meet in private because of confidential budget matters on the Agenda.

Moved: J Hay

Seconded: S Herman

a) Apologies

Joseph Carrozzi



b) Declarations of Interest

The Declarations of Interest were NOTED, with changes to declarations of Ms Herman, Ms Hook and Mr Callender.

c) Circular Resolution re Minutes of the Board Meeting held 14 March 2018 (Passed) and Minutes of the Board Meeting held 17 May 2018

The Board NOTED the Circular Resolution and RESOLVED to approve the Minutes of the Board meeting held 17 May 2018.

Moved: S Hook

Seconded: J Hay

2. Actions Arising from the Minutes (Agenda Item 2)

Matters arising were included in Reports and considered during the course of the meeting.

The Board NOTED the Report outlining the services provided to employees by the Harbour Trust EAP provider.

3. Corporate Plan 2018/2019 (Agenda Item 4)

The Report was taken as read and Ms Darwell spoke to it noting the Plan:-

- Draws on the 2018 refresh of the Harbour Trust's vision, mission, and strategic initiatives
- Incorporates Community Advisory Committee feedback
- Outlines priority projects for 2019 including substantial progress on Sub Base Platypus, strengthening the Harbour Trust brand and digital engagement and business reform to achieve long term financial sustainability

There was a discussion in relation to the Corporate Plan data sets, priorities and action.

The Board:-

- AGREED that broader representation on the Community Advisory Committee should be considered to ensure input from the community broadly, and that actions in the Reconciliation Action Plan are to be referenced
- REQUESTED Management to report about the methodology used in relation to visitor numbers and an approach to ensuring contemporary management of the volunteer program
- RESOLVED to approve the draft Harbour Trust's 2019 Corporate Plan subject to the discussion and editorial revision by Management



Ms Darwell spoke to her Report and provided an update.

- A strategic session is scheduled for early August,

The Board NOTED the Report

9. Strategic Asset Management Plan (Agenda Item 10) (Confidential)

The Report was taken as read and Ms Culverston provided an update on the development of the Strategic Asset Management Plan (SAMP):-

The Board NOTED the progress in the draft SAMP.

10. Finance Report to End April 2018 (Agenda Item 12) (Confidential)

Ms Culverston updated the Board on the Financial Performance for the period ending 30 April, 2018.

The Board NOTED the Report.

11. Property Report (Agenda Item 11) (Confidential)

The Report was taken as read and Mr Alborough updated the Board on the Property portfolio performance.

- There is one vacancy in the commercial portfolio
- Ten of the 35 tenants due for renewal in the next year have been secured
- The residential portfolio is 100% tenanted

The Board:-

- Discussed and NOTED the Report

12. Treasury Report (Agenda Item 13) (Confidential)

The Treasury Report was taken as read and Ms Culverston updated the Board on the Harbour Trust's treasury position as at 30 April 2018.

The Board NOTED the Report and the current treasury management position for the Harbour Trust.

13. Governance, Risk and Compliance Report (Agenda Item 14)

The Report was taken as read and Ms Culverston updated the Board on the status of risk management and compliance activities:-



- Quarterly compliance certificates have been completed for the three months ended March 2018
- Registers of Child Care Centres, Food Safety and Liquor Licensing are maintained and inspections noted as they occur
- The quarterly review of business unit Risk Registers and the organisation Risk Register was carried out at the end of March; the Risk Register has been updated to reflect the Corporate Plan outcomes and risks associated with these outcomes not being achieved and one additional risk has been added
- The Harbour Trust had planned three internal audits for this financial year - Property Essential Services, Workplace Health & Safety and Contract Management; the WHS Management System review was deferred until the new Health & Safety Coordinator commenced, the Harbour Trust has decided to join with the Department in the review of Contract Management, and therefore the internal audit of Property Essential Services had been brought forward and planned to be undertaken prior to financial year end. However, this had to be deferred.

Ms Culverston referred to the Board Sequencing Plan, based on the timing of reporting to the Portfolio Audit Committee.

The Board:-

- NOTED the Report, the WHS Report and Board Sequencing Plan
- REQUESTED additional reporting about the internal audits completed during the last two years and future target areas

14. Community Advisory Committees Report (Agenda Item 15)

The Report, providing an update on the Community Advisory Committees was taken as read and NOTED by the Board.

15. Executive Director's Report (Agenda Item 16)

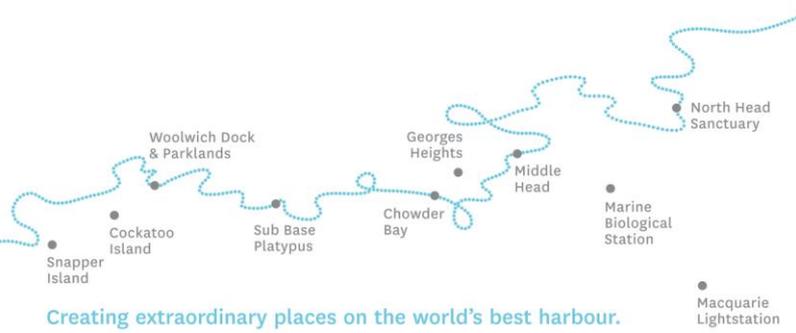
The Report was taken as read and the Board NOTED it.

The Board meeting was declared closed at 2.35pm.

16. Drill Hall Lights: Invitation to Mosman Council and Cross St Residents to Present to Board (Agenda Item 17)

Mrs Hay welcomed the Cross St residents to the Harbour Trust. The residents addressed the Board and thanked the Harbour Trust for the opportunity. Mrs Hay thanked the residents for their attendance.

Mrs Hay welcomed the representatives from the Mosman Netball Club (the Club) and the representative from Mosman Council to the Harbour Trust. The Club addressed the Board and thanked the Harbour Trust for the opportunity. Mrs Hay thanked the representatives.



The Board meeting was declared re-opened at 3.19pm and the Board met In Camera.

17. Chairman's Report (Agenda Item 3)

The Chair reported privately to Trustees.

Other Business

The meeting closed at 3.30pm.