



SYDNEY HARBOUR FEDERATION TRUST

120th MEETING

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

Meeting in Private

14 March 2018

MINUTES

True & Correct Record of the 120th Meeting of the
Sydney Harbour Federation Trust

Chairman

Minutes of the 120th meeting of the Sydney Harbour Federation Trust held in the Boardroom, Sydney Harbour Federation Trust, Building 28, Best Ave, Mosman at 10am on 14 March 2018.

Present

Mr Kevin McCann AM	Chair
Mrs Jean Hay AM	Member
Ms Sally Herman	Member
Ms Sandra Hook	Member
Mr Garth Callender	Member
Mr Joseph Carrozzi	Member
Ms Josephine Cashman	Member

Apology

Nil

In Attendance

Ms Mary Darwell	Executive Director
Ms Sonya Campbell and Mr James Sherrard	PWC (partial attendance)
Mr Ian Kearney	Executive Consultant (partial attendance)
Ms Susan Culverston	Deputy Executive Director (CFO) (partial attendance)
Mr Stephen Alborough	Director, Property & Leasing Management (partial attendance)
Ms Kathryn Roberts	Director, Marketing & Visitor Experience (partial attendance)
Ms Libby Bennett	Director, Projects & Planning (partial attendance)
Mr Daniel Sealey	Manager, Planning & Special Projects (partial attendance)
Mr David Llewelyn	Finance Manager
Ms Freya Jupe	Business Analyst (partial attendance)
Ms Margaret Bouhabib (EA)	Secretariat

The meeting commenced at 10am on Wednesday, 14 March 2018.

1. Introduction (Agenda Item 1)

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

Moved: K McCann

Seconded: J Hay

1. Apologies

Nil

2. Declarations of Interest

The Declarations of Interest were NOTED.

The Board NOTED changes to Mr McCann's, Mrs Hay's, Mr Callender's and Mr Carrozzi's declarations.

3. Circular Resolution re Minutes of the Board Meeting held 20 December 2017 (Passed)

The Board NOTED the Circular Resolution.

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

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

3. Chairman's Report (Agenda Item 3)

The Chair reported privately to Trustees.

4. Harbour Trust Strategy (Agenda Item 4) (Commercial in Confidence)

5. Philanthropy (Workshop) (Agenda Item 5) (Commercial in Confidence)

6. Drill Hall Lighting Strategy (Agenda Item 6)

The Report was taken as read and Mr Sealey spoke to key elements of it.

The Board discussed Mosman Council's proposal to light the three outdoor netball courts at Mosman Drill Hall Common; the Management Plan for the Mosman Drill Hall precinct; and issues raised by the CAC, and by the community in recent correspondence regarding the proposal, including the need for improved facilities to meet demand, and potential impacts such as traffic, parking, noise and lightspill.

The Board RESOLVED:-

1. To commence the process of preparing a draft amendment to the Drill Hall Management Plan on the basis that Council contributes to the costs incurred by the Trust for this planning process
2. To accept a Planning Application from Mosman Council for its proposal to light the three outdoor netball courts at Mosman Drill Hall Common
3. That management is to inform Mosman Council of the above

Moved: J Hay

Seconded: S Herman

Abstained: K McCann

The Board NOTED that:-

- The Draft Plan Amendment and Planning Application would be exhibited for public comment, following which the Board's consideration of these matters would include consistency with the Trust's objects, issues raised in public submissions, and an assessment of the proposal's impacts, before deciding on the proposed draft Plan and Planning Application
- In 2019 the Trust will prepare a new Management Plan for all of Headland Park, which will combine all the Trust's existing Management Plans for its Mosman precincts into a single, updated, park-wide Plan

7. Community Advisory Committees (CAC) Update (Agenda Item 7)

The Report was taken as read and Ms Darwell spoke about the outcome of the annual membership review.

The Board NOTED the results of the annual review of CAC membership; and APPROVED the appointment of Lieutenant Colonel Robert Crawford as the Defence/RAAHC representative on the General CAC and Phil Burfurd to the Platypus CAC for a period of up to three years in accordance with S57 of the SHFT Act.

8. Strategic Asset Management Plan (SAMP) (Agenda Item 8)

The Report was taken as read and Ms Culverston spoke about the requirement for the Trust to develop a SAMP for its portfolio to ensure considered decision making on investment in the Trust's asset portfolio. A consulting firm has been engaged to support this work.

The Board NOTED the Report.

9. Platypus Renewal Project Update (Agenda Item 9) (Part Commercial in Confidence)

The Platypus Renewal Project Report was taken as read and Ms Bennett presented an update on the progress of the Project (Stage 1), with a discussion:-

- Stage 1A is due to open in May 2017
- The tender for Stage 1B closes 27 March 2018

The Board NOTED the Report and the fact that the project was on time and on budget.

The Board also NOTED the volunteer involvement in Platypus Stage 1A. Additionally, the Board noted the recent completion of the conservation of the Underground Power Station within the North Head WWII tunnel system by the North Head Restoration volunteers, enabling this significant structure to be interpreted and safely accessible for tours. This project has been submitted in the National Trust Heritage Awards 2018; results for these awards will be announced in May.

The Sub Base Platypus Leasing Program Status Update and supplementary Sub Base Platypus Stakeholder Reports were taken as read and Mr Alborough provided a summary:-

- The Trust's Tenant Selection Sub-Committee assessed each application against the published criteria and their assessments were endorsed by the Tenant Selection Committee
- The EOI process satisfied the Leasing Policy requirements and EOIs were assessed on the information provided
- The Trust has informed applicants the outcome of their application
- An invitation for a post EOI feedback discussion was sent to unsuccessful applicants; an opportunity to provide them with constructive feedback on their submissions only
- The EOI process, advice to applicants and invitation to receive feedback, were reviewed and endorsed by the Trust's Probity Auditor

Mr Alborough noted that overall it was a successful EOI campaign, generating significant interest and providing useful market information.

The Board NOTED the Reports.

10. Property Report Update (Agenda Item 10)

The Report was taken as read and Mr Alborough provided a summary about the strategic and operational performance of the division.

The Board NOTED the Report and that:-

- The Trust has affirmed with SIMS its ongoing support in principal of the CUMI proposal and that SIMS is yet to submit a funding case
- Two other leasing matters were discussed (commercial in confidence)

11. Recreation Strategy (Agenda Item 11)

The Report was taken as read and Mr Sealey commented that the Strategy will examine ways of improving the management of existing sports facilities and explore opportunities for increasing active recreation on Trust sites. It will be informed by various, existing recreational needs analyses that have been undertaken by Councils. The work will be completed by September 2018.

The Board NOTED the Report and ENDORSED the work being undertaken.

12. Headland Park Interpretation Strategy (Agenda Item 12)

The Report was taken as read and Ms Roberts outlined the Strategy, noting it will be published on the Trust's website, and the priority projects for implementation. The objective is to provide an overarching vision for interpretation themes and stories to enhance the visitor experience. Implementation will be focused on high priority areas including new visitor guides, signage and digital platforms.

The Board NOTED the Headland Park Interpretation Strategy and publication on the Harbour Trust website and the priority projects for implementation.

There was a discussion about the Trust's digital presence and need to upgrade its online presence across all sites. The Board DIRECTED management to allocate part of the Interpretation budget to this work.

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

The Report was taken as read and Ms Darwell provided an update about the organisation restructure.

The Board NOTED the Report.

14. Finance Report to End October 2017 (Agenda Item 13) (Commercial in Confidence)

As at the end of January, the Trust has posted a surplus of \$23K.

Other financial matters were discussed (commercial in confidence).

The Board NOTED the Report.

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

The Report was taken as read and Ms Culverston reported that:-

- There were no new material breaches or incidents for inclusion on the Breach Register
- The quarterly review of business unit Risk Registers and the organisation Risk Register was carried out at the end of December

The Board REQUESTED management to provide a list of services offered by the Employee Assistance Program.

The Board NOTED the Report.

Other Business

The Board REQUESTED a standing In Camera Agenda Item be included for all Board meetings.

The meeting closed at 3.23pm.

The Board met In Camera.