



SYDNEY HARBOUR FEDERATION TRUST

117<sup>th</sup> MEETING

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

Meeting in Private

19 October 2017

MINUTES

True & Correct Record of the 117<sup>th</sup> Meeting of the  
Sydney Harbour Federation Trust

  
Chairman

These publications have private and confidential information removed

Minutes of the 117<sup>th</sup> meeting of the Sydney Harbour Federation Trust held in the Boardroom, Sydney Harbour Federation Trust, Building 28 Best Ave, Mosman at 1.05 p.m. on 19 October 2017.

**Present**

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

**Apology**

Mr Joseph Carrozzi	Member
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**In Attendance**

Ms Mary Darwell	Executive Director
Mr Paul Pascoe	Benchmark OHS Consulting Pty Ltd (partial attendance)
Mr Kristian Menzies	Health and Safety Coordinator (partial attendance)
Mr Stephen Alborough	Director, Property & Leasing Management (partial attendance)
Mr Jamie Lonie	Director, Asset Management & Operations (partial attendance)
Mr Theo Psychogios	Deloitte (partial attendance)
Ms Stephanie Brownlee	Deloitte (partial attendance)
Ms Vicki Cranfield	Secretariat

The meeting commenced at 1.05 pm on Thursday 19 October 2017.

**1. Introduction**

- a) Welcome and Acknowledgement of Country

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

Moved: S Hook                      Seconded: S Herman

- b) Apologies

Apology from Joseph Carrozzi was noted.

- c) The Declarations of Interest

The Declarations of Interest were noted.

The Trust noted changes to Mr McCann's, Ms Cashman's, Mrs Hay's, Ms Hook's and Ms Darwell's declarations.

**2. Minutes of the Resolution without Meeting Held on 4 October 2017 in Private (Agenda Item 2)**

The Minutes from the Resolution without Meeting held in private on 4 October 2017 were considered.

The Trust RESOLVED to accept the Minutes from the Resolution without Meeting of the Trust held in private on 4 October 2017.

Moved: K McCann                      Seconded: S Herman

### **3. Matters Arising**

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

### **4. Workplace Health and Safety - Benchmark Presentation (Agenda item 5)**

Mr Pascoe, Consultant Benchmark OHS Consulting provided an overview of the review of Trust policies and procedures, performance and WHS site reports.

The Trust RESOLVED to adopt the revised WHS Policy and NOTED the implementation of an updated Safety Management System.

The Trust noted that Management is updating the format of the WHS report to the Board and RESOLVED that the report should provide information on the actions taken to resolve hazards, WHS statistics and KPIs (backward and forward looking).

The Trust RESOLVED that Management provide further advice on the responsibility of the Board (factors including law and regulations overseeing the Trust and its contractors) and clarify jurisdictional matters.

The Trust NOTED that the Harbour Trust's bullying and harassment policies were contained within the Code of Conduct, and RESOLVED that the Code of Conduct be amended to include protocols on disclosure of close personal relationships.

### **5. Reconciliation Action Plan (Agenda item 6)**

Ms Cashman and Ms Darwell presented the draft Reconciliation Action Plan.

The Trust requested that Management prioritise diversity/unconscious bias training and actions to improve Indigenous employment. Trustees should also be provided with opportunities to undertake cultural awareness training.

The Trust APPROVED the draft Innovate Reconciliation Action Plan and noted it would be forwarded to Reconciliation Australia for endorsement.

It was noted the Trust would seek to employ Indigenous Australians in accordance with Government targets.

### **6. Update Interpretation SHFT Act Leases over 25 Years (Agenda item 7)**

The report was taken as read.

The Trust NOTED the advice of Senior Counsel regarding the interpretation of s64A of the SHFT Act.

### **7. Property Portfolio Report (Agenda Item 8)**

The report was taken as read.

Mr Alborough presented an update of the work of the Property Division, including in relation to the broad portfolio strategy and the property leasing and management improvement. An update on major transactions was also provided.

The Trust requested that a property portfolio report be provided every six months.

**8. Platypus Report (Agenda Item 9)**

The report was taken as read.

Mr Lonie, as Project Leader, presented an update on work undertaken and planned for the Platypus site. Public exhibition of Stage 1A and Stage 1B is now complete. Construction for the overwater link to Kesterton Park is scheduled to commence in November.

Mr Lonie confirmed that work on stage 1A remains on track, and it is anticipated that public access to the public park will be, as scheduled, May 2018. It was agreed that pop up activation be considered for that time.

Design and engineering work is underway for Stage 1B.

A revised new project report template will be developed for the December Board meeting.

**9. Harbour Trust Business Model Review (Agenda item 4) (Commercial in Confidence)**

**10. Finance and Treasury Report (Agenda Item 10)**

The Financial Report and Treasury Report was taken as read.

**11. Risk Management Report (Agenda Item 11)**

The Risk Management Report was taken as read.

**12. Fraud and Internal Control (Agenda item 12)**

Ms Darwell presented the Fraud and Internal Control reports. Both reports were taken as read.

The Trust RESOLVED that an implementation plan in relation to internal controls would be considered at the December meeting.

**13. Protecting Crowded Places (Agenda item 13)**

The Protecting Crowded Places report was taken as read.

Ms Darwell gave an overview of action taken to date including the attendance of Trust staff at a seminar convened by the NSW Department of Premier and Cabinet on this matter, and reiterated the priority attached to safe management of crowds.

The Trust NOTED that the major risk areas were in regard to events, with the Cockatoo Island site.

The Trust NOTED that the Event Management Procedures will be reviewed and amended to ensure that any large and/or predictable repeat events will require a Crowded Places - Self Assessment to be submitted to the Harbour Trust Events Manager as part of the application process and that sites' security plans will be updated.

The Trust RESOLVED that these procedures should include clarification of communication protocols.

**14. Chairman's Report (Agenda item 14)**

The Chair reported privately to Trustees.

**15. Executive Director's Report** (Agenda item 15)

Ms Darwell presented the Executive Director's report.

**16. Community Advisory Committee** (Agenda item 16)

The Community Advisory Committee report was taken as read.

**NEXT MEETING**

The next meeting to be held 6 December 2017.

The meeting closed at 4.40pm.