



SYDNEY HARBOUR FEDERATION TRUST

109th MEETING

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

Meeting in Private

8 December 2016

MINUTES

True & Correct Record of the 109th Meeting of the
Sydney Harbour Federation Trust



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Chairman

DRAFT UNTIL SIGNED

Other matters arising would be considered during the meeting.

4) Planning – Platypus Plan Approval (Agenda Item 4a)

Mr Sealey joined the meeting for this discussion. The report was noted.

Following the Board's agreement at their meeting on 20 June 2016, the Draft Plan was placed on public exhibition from 12 August to 23 September 2016.

Mr Sealey advised of the consultation that had been held with the community regarding the Draft Plan. This included notification by email and/or letter to approximately 350 stakeholders, meeting with Community Advisory Committees and neighbours as well as holding a drop-in session on site on 8 September 2016.

The Harbour Trust received a petition from community members (mostly neighbours) which expressed a desire for the RANTME building to be removed entirely. A subsequent meeting was held with the petition organiser.

Consideration has been given to submissions and the petition received as well as matters raised at the various meetings, details of which were advised to the Board.

There was discussion at length by Trustees about parking at the site. A Transport Management and Access Plan was undertaken for the site as traffic, parking and access impacts were recurring concerns reflected in submissions. The result from this undertaking was that these matters could be managed.

The provision of shade in the parklands on the site was considered to be essential. This requirement has been included in the brief for the concept plan for the site.

Mr Sealey outlined the minor changes that were to be made to the draft Plan as a result of the public exhibition. The Trustees noted the outcomes of the public exhibition of the Draft Plan.

The Trust RESOLVED to approve the Draft Management Plan for Platypus, North Sydney, with post-exhibition changes in accordance with the Harbour Trust's Comprehensive Plan.

Moved: J Carrozzi

Seconded: S Herman

5) Presentation by Albert Stafford (Agenda Item 3)

Albert Stafford of the Stafford Group presented feedback on the potential enhancement of the visitor experience to Harbour Trust sites. Trustees agreed they needed to understand their own risk strategy and then move forward from that point. This would be further explored at the Strategy Day in 2017.

The presentation was well received by Trustees and it was agreed that the project should proceed to the next stage .

The Chair thanked Mr Stafford for the work he had undertaken to date.

6) Recruitment (Agenda Item 6)

Geoff Bailey, Executive Director of the Sydney Harbour Federation Trust, tendered his resignation to the Minister for the Environment and Energy and to the Chair. He is to take up a position with Parks Australia.

The Chair spoke of his working association with Mr Bailey since the Interim Sydney Harbour Federation Trust was established in 1999 and the subsequent Sydney Harbour Federation Trust. He thanked Mr Bailey on behalf of all Board members and the community for the outstanding work he has undertaken and the vision he had in establishing the sites of the Harbour Trust. The Chair congratulated him on his new role and wished him all the best for the future.

In response, Mr Bailey thanked the Chair for his support over the years along with support given by Board members, past and present and the fantastic staff who have worked at the Trust over the past 15 plus years. He advised his job would not have been possible without the passion held by those who worked at the Harbour Trust.

Mr Bailey broadly outlined the work he had undertaken this year and would be undertaking in his new role at Parks Australia.

The Chair requested that management leave the meeting so that Trustees could privately discuss the recruitment process to be undertaken in regard to the appointment to the Executive Director position.

7) Planning – Macquarie Lightstation, Former Marine Biological Station and Woolwich Dock (Agenda Item 4b)

The report was noted.

The Board's approval was sought to commence preparations of reviews of the Management Plans for Macquarie Lightstation, the Former Marine Biological Station and Woolwich Dock.

The Comprehensive Plan requires Management Plans to be prepared setting out detailed outcomes for each Harbour Trust site. Such Management Plans were approved by the Board for Macquarie Lightstation in 2007 and the Former Marine Biological Station and Woolwich Dock in 2004. It is proposed to review these plans as part of the overall review of all plans as advised at the Board meeting in December 2015.

The first step in regard to reviewing the Plans is pre-consultation with relevant stakeholders. Further Board approval will then be sought to exhibit the draft Plans.

The Trust RESOLVED to approve the commencement of review of the Management Plans for:

1. Macquarie Lightstation
2. Former Marine Biological Station and
3. Woolwich Dock.

Moved: J Hay

Seconded: S Hook

8) Planning – Middle Head Plan (Agenda Item 4c)

The report was noted.

The Middle Head Management Plan – Draft Amendment 2 is on exhibition until 16 December 2016. A detailed report on the outcome of the public exhibition will be provided to the Board at the Board meeting in March 2017.

9) Planning – Synthetic Turf Proposal update (Agenda Item 4d)

The report was noted.

The report provided Trustees with an update on the status of Mosman Council's proposal to convert Middle Head Oval's playing surface from lawn to a synthetic material.

At its recent meeting, Council considered in regard to Middle Head oval, the installation of synthetic turf, the relocation of the pavilion and the installation of a playground. It is not known at this stage, if these 3 projects are conditional on all being approved by the Harbour Trust.

The recommendations made in the report were noted:

1. Request Council clarify its reasons for preferring Middle Head Oval for this proposal over other sports fields in the municipality.
2. Note that consideration of this proposal will be deferred until after the Harbour Trust has considered the outcome of the public exhibition of the draft amendment to the Middle Head Management Plan.

3. Note that if the Harbour Trust decides to accept a formal development application for the proposal, then more detailed information would be required about potential impacts.

In anticipation of the Harbour Trust's receiving a DA application from Mosman Council in regard to these matters, the Harbour Trust is to obtain independent scientific advice to assist the Board make a decision regarding the use of synthetic turf – a fact based decision.

10) Delegations (Agenda Item 5)

The report was noted.

The Instrument of Delegations is reviewed at least once annually to ensure that the instruments are up to date. This update is as a result of a reorganisation within Business Units in regard to the Events team.

The Trust RESOLVED to:

1. Revoke Instrument of Delegation No 2 of 2016.
2. Authorise the Chair to sign Instrument of Delegation No 5 of 2016.

Moved: S Herman

Seconded: J Carrozzi

11) Rental Subsidy Policy (Agenda Item 7)

The report was noted.

Approval was sought from the Board to replace the *Policy for the Community Use of Trust Land and Buildings* with the *Harbour Trust Rental Subsidy Policy for Contributory and Delivery Partners* which was presented in draft form. Minor amendments to the *Harbour Trust Leasing Policy* were also recommended to the Board.

The Trust RESOLVED to:

1. Approve the draft Harbour Trust Rental Subsidy Policy for Contributory and Delivery Partners.
2. Approve a minor amendment to the Harbour Trust Leasing Policy in relation to the Rental Subsidy Policy.
3. Request Management to provide suggested wording for a further amendment to the Leasing Policy, in relation to the Board's powers, and this to be provided to Board members out of session for resolution.

Moved: S Hook

Seconded: J Hay

12) Appointment of Tender Selection Committee Chair

The report was noted.

The Trust RESOLVED to appoint Jean Hay to continue to chair the Tenant Selection Committee as a consultant once her appointment to the Board has expired.

Moved: S Herman

Seconded: S Hook

13) Financial Report (Agenda Item 8)

The report was noted.

Mr Llewelyn presented the financial details to the Board. At the end of October, results indicated that the Harbour Trust will exceed its budgeted outcome for 2016-17. The Harbour Trust's revenue base continues to strengthen and diversify with Headland Park continuing to achieve 98% occupancy. Long term forecasts demonstrate that the Harbour Trust is in a sound financial position with respect to its operating financial performance and will need to review ways of funding its capital renewal program in the longer term.

The licensing aspect of the business has exceeded its budget to date.

14) Governance, Risk and Compliance Report (Agenda Item 9)

The report was taken as read.

The report was to update Trustees on the status of Governance, Risk and Compliance activities and new issues that have arisen since the last Board meeting.

Since the last Portfolio Audit Committee meeting, quarterly compliance certificates have been completed for the three month period ending 30 September 2016.

Risk number 3 on the Risk Register – Financial – Funding has been increased to high due in part to the results to date of the condition based asset assessment showing an ever increasing demand for ongoing maintenance and asset renewals as well as the remaining life of the Harbour Trust. This will be further investigated at the Strategy Planning Day in 2017.

Risk number 25 on the Risk Register – Stakeholders – Reputational Risk is actively managed and monitored by the Marketing and Communications team who are proactive in obtaining positive media coverage and handling communications issues. It was agreed that the medium risk rating be accepted and the item be moved to business as usual. It was also agreed that Risk No.33 – Financial – Hold over of leases – is now at a point that the risk is medium and that rating be accepted and the item be moved to business as usual.

The Harbour Trust's internal audit program is undertaken by an external body. The current status of the internal audit is reflected in the internal audit tracker.

15) Chair's Report (Agenda Item 10)

The Chair gave a verbal presentation to the meeting.

The Chair recently met with the Hon Josh Frydenberg, MP, Minister for the Environment and Energy. Mr Frydenberg has responsibility for the Sydney Harbour Federation Trust. At that meeting, the Markham Close funds were discussed and as a result, the Chair met with the Minister for Finance's Chief of Staff to discuss Markham Close funds and Snapper Island. As a result, the use of Markham Close funds by the Harbour Trust is to be further investigated by the Department of Finance as well as possible investment opportunities the Harbour Trust may be able to pursue in relation to its investments.

There are currently 2 Board vacancies. Jean Hay's appointment concludes on 16 December 2016, bringing the total number of vacancies to 3. The Chair took this opportunity to thank Mrs Hay for her contribution to the Harbour Trust during the almost three and a half years she has served on the Board. Mrs Hay has been appointed acting Chair during this time and has been Chair of the Tenant Selection Committee.

Meetings have also taken place with the Mayor of Mosman regarding matters in common. Following introductions at a recent event where Lucy Turnbull from the Greater Sydney Commission presented, meetings are to be held with Plan Commissioners in the New Year.

As Geoff Bailey has resigned from the Harbour Trust, effective from 18 January 2017, approval will need to be given by the Board for Dr Culverston to continue to act in the role of Executive Director pending the recruitment of a new Executive Director.

The Trust RESOLVED to appoint Susan Culverston to continue to act as Executive Director for a period of three months from 18 January 2017 to 17 April 2017 or earlier as required.

Moved: S Herman

Seconded: J Hay

16) Acting Executive Director's Report (Agenda Item 11)

The report was taken as read.

The Harbour Trust has received a lot of positive media since the last Board meeting. There are a number of television productions taking place on Harbour Trust sites at the present. Other event highlights include the annual Dinner en Blanc event recently held on Cockatoo Island. A trapeze school is being held at North Head during the summer months.

The Harbour Trust has received many applications in response to the EOI for the Lookout child care centre at Headland Park.

A realistic critical incident management training session and scenario was recently held for staff. The company contracted to undertake the training commented that our response had matured since the last scenario was played out.

17) Work Health and Safety Report (Agenda Item 12)

The report was noted and taken as read.

18) Community Advisory Committee Update (Agenda Item 13)

The report was noted and taken as read.

There being no further business, the meeting closed at 2.40pm.