

SYDNEY HARBOUR FEDERATION TRUST

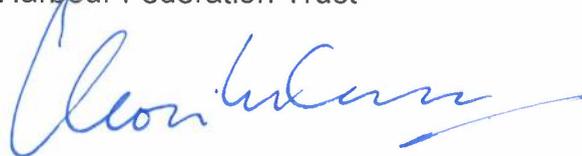
101st MEETING

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

9 December 2015

MINUTES

True & Correct Record of the 101st Meeting of the
Sydney Harbour Federation Trust



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Chair

DRAFT UNTIL SIGNED

3) Minutes of the Resolution without meeting dated 26 October 2015 (Agenda Item 3)

The minutes from the Resolution without meeting dated 26 October 2015 were considered.

The Trust RESOLVED to accept the minutes, with amendments, from the Resolution without meeting dated 26 October 2015.

Moved: R Jeffs

Seconded: L McLeay

Matters Arising

There was discussion regarding the Trust's sharing the Department of Environment's Portfolio Audit Committee (PAC). PAC will provide advice to the Board and Trustees can ask PAC advice re any issues/concerns. The Chair of the PAC (Mr Geoff Knuckey) has updated the Trust's Chair regarding the PAC and its role with the Trust. There should be ongoing reporting to the Board from the PAC.

Trustees agreed that as they are ultimately responsible for decisions made, it would be appropriate to have the PAC Chair attend SHFT Board meetings for face to face discussion.

The Internal Audit program will continue. All reports will be available to the Board as well as the PAC.

Mr McCann joined the meeting at 12.53pm.

4) Cash Reserves and Investment Policy (Agenda Item 4)

Dr Culverston spoke to the report.

The Cash Reserves and Investments Policy was discussed. Under subsection 60(2) of the SHFT Act and Section 59 of the PGPA Act, the Trust is permitted to invest surplus money, in any authorised investment. It may be advantageous for the Trust to become a Government Business Enterprise (GBE). Management will investigate and report.

5) Reconciliation Action Plan (Agenda Item 5)

The Trust needs to review its Reconciliation Plan (RAP). Following the September 2015 Board meeting, Management explored further options in relation to updating the RAP. The Department of Environment (DoE) was consulted. They advised that the Trust come under the umbrella of the Department's RAP and that no other agency within DoE has its own RAP.

Ms Cashman emphasized that the Trust sites were unique and she had concerns that if the Trust came under the umbrella of the DoE RAP, this uniqueness may be lost.

After discussion, it was agreed that the Trust would work with the Department of Environment to be included in their RAP. The Trust would continue to have its own indigenous program including interaction with the community, events, an indigenous procurement program and an indigenous employment program consistent with Government guidelines.

6) Harbour Trust Plan Review (Agenda Item 6)

Mr Bailey spoke to the report. A sequential review of the Trust's Comprehensive Plan and site Management Plans will commence in the new year.

Priority is to be given to:

- The preparation of an HMAS Platypus Management Plan. This site does not have a Management Plan. Following the Federal Government's funding announcement for the site on 23 November 2015, the Trust is accelerating the preparation of a Management Plan for HMAS Platypus.

- A review of the Middle Head Management Plan.
- A review of the Cockatoo Island Management Plan as a requirement under the *Environment Protection and Biodiversity Conservation Act 1999*.

The report was noted. Trustees will be kept informed of progress of the Plan updates.

7) Harbour Trust Leasing Policy (Agenda Item 7)

Mr Billham spoke to the Leasing Policy.

The Policy was originally approved by the then Board in 2003. This was followed by Tenant Selection Procedures being approved in 2005. The review of policy has been undertaken to ensure it reflects current public sector probity principles and that the policy is sufficiently robust and comprehensive to support the Trust in achieving its goals under the Corporate Plan 2015-2019.

A minor amendment was made to the draft policy.

The Trust RESOLVED to approve the Leasing Policy, incorporating the minor change; the associated minor amendments to Instrument of Delegations No 2 to accord with the new Leasing Policy.

Moved: J Hay

Seconded: L McLeay

8) Community Advisory Committee Update (Agenda Item 8)

The report was noted.

Most people on the Community Advisory Committee (CAC) have been involved since the commencement of the Trust. CAC will continue to have ex-officio membership of Mayors and Members of Parliament (State and Federal).

A report will be submitted at the February Board meeting with recommendations in regard to CAC membership.

9) Chairman's Report

The Chairman advised that he had written to Minister Briggs regarding the following:

- The two Board vacancies which are to be filled by nominations from New South Wales government.
- The \$20m for Platypus which is due to be received by the Trust in April 2016. Normal reporting procedure will be followed in regard to the expenditure of this money.
- Release of Markham Close funds; the Chair is to follow up with the Minister for Finance.
- The Chair also advised members of his recent meeting with Premier Baird and Councillor Jean Hay. The Chair discussed with the Premier possible uses for buildings at North Head Sanctuary.
- The future of Snapper Island.
- Minister Briggs' meeting with Trustees and touring Trust sites.

10) Finance Report – Mid Year Review (Agenda Item 9)

The report was provided for the information of the Board. Mr Llewelyn presented an overview of the Trust's financial position as at 31 October 2015. The end of October results indicate that the Trust is modestly under budget for 2015-16. The Trust's revenue base continues to strengthen and diversify with Headland Park continuing to achieve 98% occupancy. The Trust is in a sound financial position.

11) Governance, Risk and Compliance Report (Agenda Item 10)

Dr Culverston spoke to the report.

It was noted that there are no new risks to report or any new breaches to report.

The draft MoU with the Department of Education has been followed up but remains with that Department. In the interim, ongoing regulatory oversight has continued for child care businesses on Harbour Trust sites by specialist advisors at Community Child Care Cooperative NSW (CCCC) for preschool care and Network of Community Activities (Network) for Out of School Hours care (OOSH).

The NSW Food Authority inspectors continue responsibility for food and beverage services on Trust sites. Non compliant reports will be reported to the Board.

Mr Bailey outlined action taken by the Trust in regard to the Island Bar on Cockatoo Island in response to a number of issues relating to the management of their clientele.

Critical Incident and Emergency Procedures are currently being undertaken by way of training and exercise by staff.

12) Platypus site update (Agenda Item 11)

The information was given throughout the meeting.

13) Tenant Selection Committee (Agenda Item 12)

General discussion on recent leasing matters.

14) Executive Director's Report (Agenda Item 13)

The report was noted.

15) Work Health and Safety Report (Agenda Item 14)

The report was noted.

Other Business

Secondment

Mr Bailey has accepted a secondment to Parks Australia for 6 months commencing in January 2016. In accordance with s42 of the Sydney Harbour Federation Trust Act, approval for the appointment of Dr Susan Culverston to act in the position of Executive Director during Mr Bailey's absence has been given.

There being no other business, the meeting closed at 4.00pm.