



**HARBOUR TRUST
COMMUNITY ADVISORY COMMITTEE
13 MAY 2020**

Time: 6:00pm – 8:30pm
Venue: Zoom Video Conference

Present

Peta Garrett (*Representing Zali Steggall MP*)
Melina Rohan (*Representing Trent Zimmerman MP*)
Sue Heath (*Representing The Hon Anthony Albanese MP*)
Cr Jilly Gibson - Mayor of North Sydney Council
Cr Michael Regan - Mayor of Northern Beaches Council
Cr Mark Bennett - Mayor of Hunters Hill Council
Colleen Godsell
Geoff Lambert
John Tropman
Jill L'Estrange
Julie Goodsir
Kate Eccles
Kate Evers
Malcolm Moir
Matthew Rafferty
Paul Forward
Rita Chowdhury
Robyn Lewis
Sarah Dinning
Stuart Sprott

Apologies

Beth Lawsen
Cdr Bernadette Alexander
Cr Carolyn Corrigan (Mayor of Mosman Council)
Robert Crawford

In Attendance

Mary Darwell, *Executive Director*
Libby Bennett, *Director, Projects*
Kathryn Roberts, *Director, Marketing & Visitor Experience*
Daniel Sealey, *Director, Planning*
Graham Izod, *Director, Assets and Parklands*
Justin Bock, *Director, Strategy, Finance and Commercial*
Michael Pender, *Development Advisor*
Rebecca Hill, *Head of Marketing and Engagement*
Rebecca Hage, *Media & Stakeholder Engagement Officer*
Ben Treble, *Program Manager*

The meeting commenced at 6:00pm on Wednesday 13 May.

MEETING OPENING

1. Executive Director – Welcome and update

Mary Darwell (MD) opened the meeting, acknowledging the traditional owners of the land and introduced Michael Pender, Development Advisor and Graham Izod, Director of Assets and Parklands.

Summary of Actions

MD provided an overview of the Summary of Actions:

- Leasing Policy to be delayed until the outcomes of the Harbour Trust Review.
- All CAC minutes are provided to Members of the Trust as part of Board process.
- Out of session meeting planned to discuss improvements to the CAC effectiveness.

Board Meeting Outcomes

MD provided an overview of the Board Meeting Outcomes and an update on the evolving COVID-19 situation and impacts to Harbour Trust. The Members of the Trust decided to defer the decision to go to EOI at North Head, due to current market climate.

The Harbour Trust noted the Committee requested to provide input into the North Head EOI process.

COVID-19 and tenancy rent relief

MD informed the Committee of the release of funds from the by the Federal Government to assist Harbour Trust deal with COVID-19 business impacts and provide rent relief to tenants. The Committee was supplied the *Rental Relief Principles for Tenants of Harbour Trust Properties* documentation prior to the CAC meeting.

The Committee enquired as to the degree of eligibility across tenants. The Harbour Trust confirmed that the funding released will remain with the Harbour Trust once tenants return to business as usual and will not divert back to Government.

Senate Estimates and Harbour Trust Review Update

MD notified the Committee of the recent tabling of questions on notice from the Senate Estimates Committee and provided an update of the Harbour Trust Review. The Department has committed to publishing all submissions from the Harbour Trust Review on the Department website.

UPDATE: All QON have been published with answers on the Senate Estimates website

Corporate Plan

The Harbour Trust provided an overview of timings pertaining to the Corporate Plan. The Committee will be engaged at an Out of Session CAC Meeting to discuss the Draft Corporate Plan.

ACTIONS: Harbour Trust to circulate meeting request for Out of Session CAC meeting on 10 June.
Harbour Trust to circulate March Board Meeting Minutes.

2. Capital Projects: 10 Terminal

Michael Pender briefed the Committee on the approach to 10 Terminal. All actions will be in accordance with the Act, and comprehensive and management plan, and current leasing policy. As noted in the meeting the Harbour Trust consulted on the Management Plan in 2017 and we will be acting in accordance with it.

Michael Pender set out the project governance structure for the delivery of 10 Terminal project, including the key decision points. It was emphasised that consultation will be undertaken for planning and heritage matters as required by the EPBC Act and Management Plan.

Committee members were provided an overview of the project including the governance structure, community engagement process and the key decision points. They were provided details on the range of intensities being considered, and asked to provide feedback both during the meeting and following considering:

- Their perspectives relating to each model
- Issues that should be considered in relation to each model

The feedback received will inform the PCG decision at project gate 1, and be shared with the Board.

3. Harbour Trust Community Engagement Survey

The Harbour Trust provided the preliminary results from the Harbour Trust Community Engagement Survey, highlighting the differing sections the Committee were able to provide feedback.

ACTION: Harbour Trust to discuss the CAC Governance at next Out of Session CAC meeting.

Committee feedback during the meeting-

- The Committee noted agendas are too overloaded.
- Presentations and papers should be sent prior to the meeting to ensure valuable feedback and discussion at committee meetings.
- The Harbour Trust should consider an early start time for meetings.
- The Harbour Trust should consider a forward program, strategic focus, process of sharing information with the Members of the Trust/Members of the Trust decisions.
- Digital meetings should be held as part of the program morning forward

4. Headland Park Parking Review

The Harbour Trust provided a brief overview of the recently completed Headland Park Parking view. Key recommendations from the review include:

- Keep the existing parking charges unchanged across all precincts.
- Suspend Annual CPI parking charges, which represents a saving to visitors, and supports visitation.
- Reduce minimum card transaction for parking meters to \$1 (from the current \$4 minimum), to encourage short-stay visits and be consistent with the current trend towards cashless payments.
- Install a bus shelter at Middle Head (opposite HMAS Penguin) to promote sustainable transport
- Change the 3 x 1P parking spaces in Gunshot Alley (which are not effectively used) to:
 - 2 x 2P and 1 x 15min

- Ensure number, location and design of accessible parking spaces continues to conform with Australian Standards.
- The next Parking Review is scheduled for 2022.

The Committee noted that the Harbour Trust is balancing the interests of the community, tenants and needs of the Harbour Trust and enquired about the effect of the parking fee structure on visitation. The Committee also noted that the bus shelter at Middle Head will be welcomed by the community, especially Defence personnel. Raising parking fees at the present time would be a public relations issue. The fee structure is competitive and relevant for now, but we should remain sensitive to the recovery of our tenants post Covid-19. The Committee commented that the parking across Headland Park is not equitable and favours certain tenants.

The Harbour Trust commented that each site has its own set of circumstances, which parking measures are designed to address with the aim of managing demand for a limited resource by encouraging turnover of parking spaces. The Harbour Trust noted that parking demand at Headland Park is higher on weekends (when parking charges are higher), than on weekdays (when charges are lower) – which indicates that visitation is more a function of discretionary time, than a response to parking fees.

5. Harbour Trust Innovate RAP 2020-2022 DRAFT

The Harbour Trust provided an update of the RAP framework.

6. Residential Property Fire Safety

In response to a question from the Committee, the Harbour Trust provided an overview of residential property fire safety.

The Committee commented that there needs to be better communication between NPWS and the Harbour Trust regarding high fire danger and the process of implementing visitor communications. The Committee also enquired if there is a requirement within a tenant's lease to provide an Annual Fire Inspection Report.

The Harbour Trust will gather feedback and provide a response following the meetings.

7. Other business

Committee members noted they are collating a submission for the Independent Review into the Environment Protection and Biodiversity Conversation Act (EPBC) and enquired whether the Harbour Trust was planning to nominate the Headland Park as a National Heritage site, as a precaution to ensure continued Commonwealth-legislated heritage protection continues if ever the land was to be transferred to the NSW Government.

The Committee also noted that nominations for the National Heritage list can be made by individuals. G. Lambert offered to share documentation that NHSF put together for the North Head Sanctuary Foundation nomination

The Harbour Trust acknowledged that Headland Park is a very significant heritage place. As a guide to the process, the Harbour Trust would provide the Committee with access to its recent (unsuccessful) National Heritage nomination for Macquarie Lightstation.

The Committee enquired about residential fire safety across Harbour Trust sites, noting community concerns. The Harbour Trust noted that they are working on providing residents with updated fire certification information and will provide the CAC an opportunity to discuss at a later date.

MD closed the meeting 8:30pm.

SUMMARY OF OPEN ACTIONS

	ACTION ITEM	STATUS	DUE DATE
1	Harbour Trust to circulate meeting request for Out of Session CAC meeting covering CAC Governance and Draft Corporate Plan.	Completed	28 May
2	Harbour Trust to circulate Board Meeting Minutes. Click link below to access the Board Meeting Minutes: https://www.harbourtrust.gov.au/media/2920/ht_bm_136.pdf	Completed	28 May
3	Harbour Trust to provide an update on COVID-19 Tenant Rent Relief at next meeting	Next meeting	12 August
4	Harbour Trust to circulate 10 Terminal slide pack for further feedback from the Committee.	Completed	14 May