



# Meeting Minutes

## HSRA OOS Board Meeting (04/24)

DATE	LOCATION	Time
20 May 2024	Microsoft TEAMS	4:00 pm – 4:30 pm (AEST) 6.00 am- 8.30 am (GMT)
ATTENDEES		
Name	Organisation/position	
Jill Rossouw	HSRA Board Chair	
Gillian Brown	HSRA Board Member	
Ian Hunt	HSRA Board Member	
Neil Scales	HSRA Board member	
Dyan Perry	HSRA Board Member	
Tim Parker	HSRA – Chief Executive Officer (CEO)	
s22(1)(a)(ii)	HSRA - Board Secretariat	
s47F	HSRA -General Manager Finance, Corporate Services & Policy	
s47F	HSRA Executive General Manager	
s22(1)(a)(ii)	Acting HSRA Project Director	

### Agenda Item 1: Welcome

#### 1.1 Opening

- The Chair opened the meeting at 4:05 pm with an Acknowledgement of Country.

#### 1.2 Attendance

- There were no apologies and the Chair confirmed that a quorum was present.

#### 1.3 Board Minutes for 30 March 2024

- The Board adopted the 30 March 2024 Board minutes.
- The progress of action updates from the 30 March 2024 meeting were noted.

#### 1.4 Register of Interests

- The following changes to the declarations of interests were noted:

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- The Board reported appreciation of the amount of the work that HSRA has completed to date.

**Agenda Item 2: Matters for Decision**

**2.1 Network Rail Operations Planning – Procurement Evaluation Report**

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The Board RESOLVED to APPROVE the Chief Executive Officer awarding and executing a Contract for Network Rail Operations Planning (NROP) Services (ATM HSRA-S2N/1-02) with Arup Australia Projects Pty Ltd (ABN 57 625 911 711) for a Service Fee of \$5,085,852 (GST inclusive) for the period of May 2024 to 27 February 2025.

**2.2 Technical Advisory, Environment, sustainability, Community and Stakeholder Engagement Services Procurement Evaluation Report**

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It was RESOLVED by the Board to APPROVE the Chief Executive Officer (CEO) awarding and executing a Contract for Technical Advisory, Environment & Sustainability, Community & Stakeholder Engagement Services Scope (TAESCS) (ATM HSRA-S2N/1-03) with Catalyst HSR, being an Unincorporated Joint Venture between WSP and Arcadis (WSP ABN 80 078 004 798 & Arcadis ABN 76 104 485 289) ('Catalyst HSR') for a maximum Service Fee of \$14,568,764 (GST inclusive) for the period of May 2024 to 29 February 2028.

### Agenda item 3: Meeting Finalisation

#### 3.1 Review of actions to be taken

- the Board noted the updates on the Actions Items in the table below.

#### 3.2 Any other business


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The meeting closed at 4:47 pm (AEST)

Next meeting – 27 June 2024, Melbourne

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## HSRA OOS Board Meeting (04/24)

DATE	LOCATION	Time
30 April 2024	Microsoft TEAMS	4:00 pm – 6:30 pm
ATTENDEES		
Name	Organisation/position	
Jill Rossouw	HSRA Board Chair	
Gillian Brown	HSRA Board Member	
Ian Hunt	HSRA Board Member	
Neil Scales	HSRA Board member	
Dyan Perry	HSRA Board Member	
Tim Parker	HSRA – Chief Executive Officer (CEO)	
s47F	HSRA - Acting General Manager Corporate, Finance and Policy (Agenda Items 1 – 4)	
s22(1)(a)(ii)	HSRA - Board Secretariat (Agenda Items 1 – 4)	
s47F	HSRA - Acting Executive General Manager (Agenda Items 1 – 4)	
s47F	HSRA Executive General Manager	
s22(1)(a)(ii)	Project Director	

## Minutes

### Agenda Item 1: Welcome

#### 1.1 Opening

- The Chair opened the meeting at 4:05 pm.
- The Chair welcomed attendees and delivered Acknowledgement of Country.

#### 1.2 Attendance

- There were no apologies and the Chair confirmed that a quorum was present.

#### 1.3 Approve the Board Minutes for 18 March 2024 minutes

- 18 March 2024 Board minutes were approved by the Board.
- The Board was updated on the progress of action items from 18 March 2024 meeting.

1.4 Register of Interests

- All Board members present noted the Register of Interests

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**Agenda Item 2: CEO Update**

2.1 CEO Update

Mr Parker provided a verbal update, including:

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- Recruitment is progressing well, with the CEO aiming to complete outstanding recruitment by mid-May 2024 and have all advisers engaged by the end of May 2024.

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**Agenda Item 3: Matters for Decision**

3.1 Approve Quarter 3 Report to the Minister

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- The Board **approved** the CEO to enter into a contract for Project Controls Services (costs, schedule and risk) (**PCON**) (ATM HSRA-S2N/1-01) with **KPMG Australia (KPMG)** ABN 97 117 883 173 with a maximum value of \$1,877,838 (GST exclusive) and noting the exclusions in (c) for the period of 29 April 2024 to 29 February 2025.

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### 3.3 Economics, Funding & Financing, Demand modelling and Customer Advisory Procurement Evaluation

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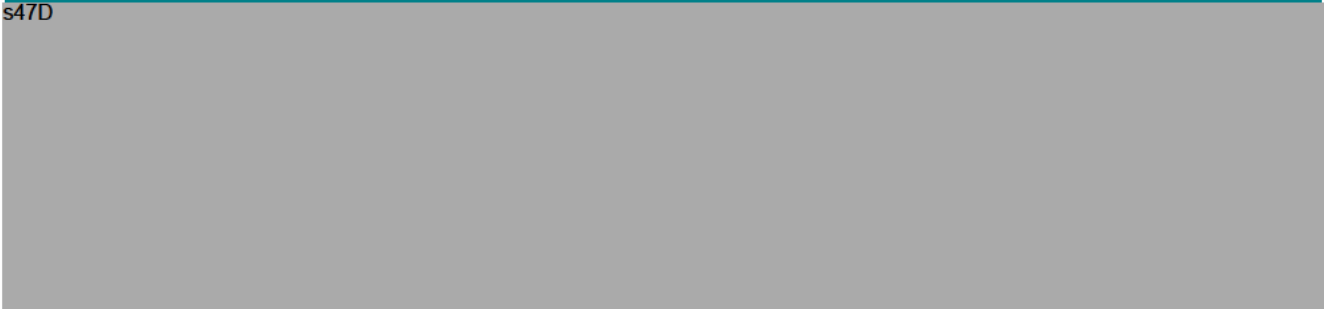
- The Board **approved** the CEO to entering into an Order for Services for Economics, Funding & Financing, Demand Modelling, & Economic Development Strategy Services (including Customer Advisory) (EFFDM) (ATM HSRA-S2N/2-01) with **Ernst & Young** ABN 75 288 172 749 (EY) with a maximum value of \$4,007,850 (GST exclusive) for the period of 29 April 2024 to 29 February 2025.

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### 3.4 Transport, Land Use and Property Procurement Evaluation

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- The Board **approved** the CEO to enter into an Order for Services for Transport, Land Use and Property Advisory (TLUP) Services (ATM HSRA-S2N/2-02) with **WSP Australia Pty Ltd (WSP)** ABN 80 078 004 798 with a maximum value of \$4,085,711 (GST exclusive) for the period of 29 April 2024 to 29 February 2025

3.5 Commercial, Delivery Strategy & Industry Engagement Procurement Evaluation

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- The Board **approved** the CEO to enter into an Order for Services for Commercial Delivery Strategy & Industry Engagement Services (CDSIE) (ATM HSRA-S2N/2-03) with **Ernst & Young** ABN 75 288 172 749 (EY) with a maximum value of \$2,097,945 (GST exclusive) for the period of 29 April 2024 to 29 February 2025.

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Agenda item 4: Meeting Finalisation

4.1 Review of actions to be taken

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- Actions Items are noted in the table below.
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4.2 Any other business

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The Chair closed the meeting at 5:50 pm

**Agenda item 5: In Camera Session**

5.1 In Camera session

- The Board and CEO met in camera.
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## HSRA Board Meeting (01/24)

DATE	LOCATION	Time
18 March 2024	The Fullerton Hotel Sydney 1 Martin Place, Sydney NSW 2000 Heritage Executive Board Room	4:00 pm – 5:30 pm
ATTENDEES		
Name	Organisation/position	
Jill Rossouw	HSRA Board Chair	
Gillian Brown	HSRA Board Member	
Ian Hunt	HSRA Board Member	
Neil Scales	HSRA Board member	
Dyan Perry	HSRA Board Member	
Tim Parker	HSRA - CEO	
s47F	HSRA - Acting General Manager Corporate, Finance and Policy (Agenda Items 2 – 8)	
s22(1)(a)(ii)	HSRA - Board Secretariat (Agenda Items 2 – 8)	
s47F	HSRA - Acting Senior Manager Corporate Services (Agenda Items 2 – 8)	
s47F	HSRA - Acting Executive General Manager (Agenda Items 2 – 8)	
s22(1)(a)(ii)	Board Observer – Board Effectiveness Review (Agenda Items 2 – 8)	

## Minutes

### Agenda Item 1: In Camera Session

The Board and CEO met in private at 4.00 pm

### Agenda Item 2: Welcome

#### 2.1 Opening

- The Chair opened the meeting at 4:09 pm.
- The Chair welcomed attendees and delivered Acknowledgement of Country.

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2.2 Attendance

The Chair confirmed that a quorum was present.

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2.3 Previous Minutes & Action items

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2.4 Register of Interests

All Board members present noted the Register of Interests .

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2.5 Board Effectiveness

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**Agenda Item 3: CEO Update**

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3.1 General Update

Mr Parker presented his CEO update paper included in the pack, and noted:

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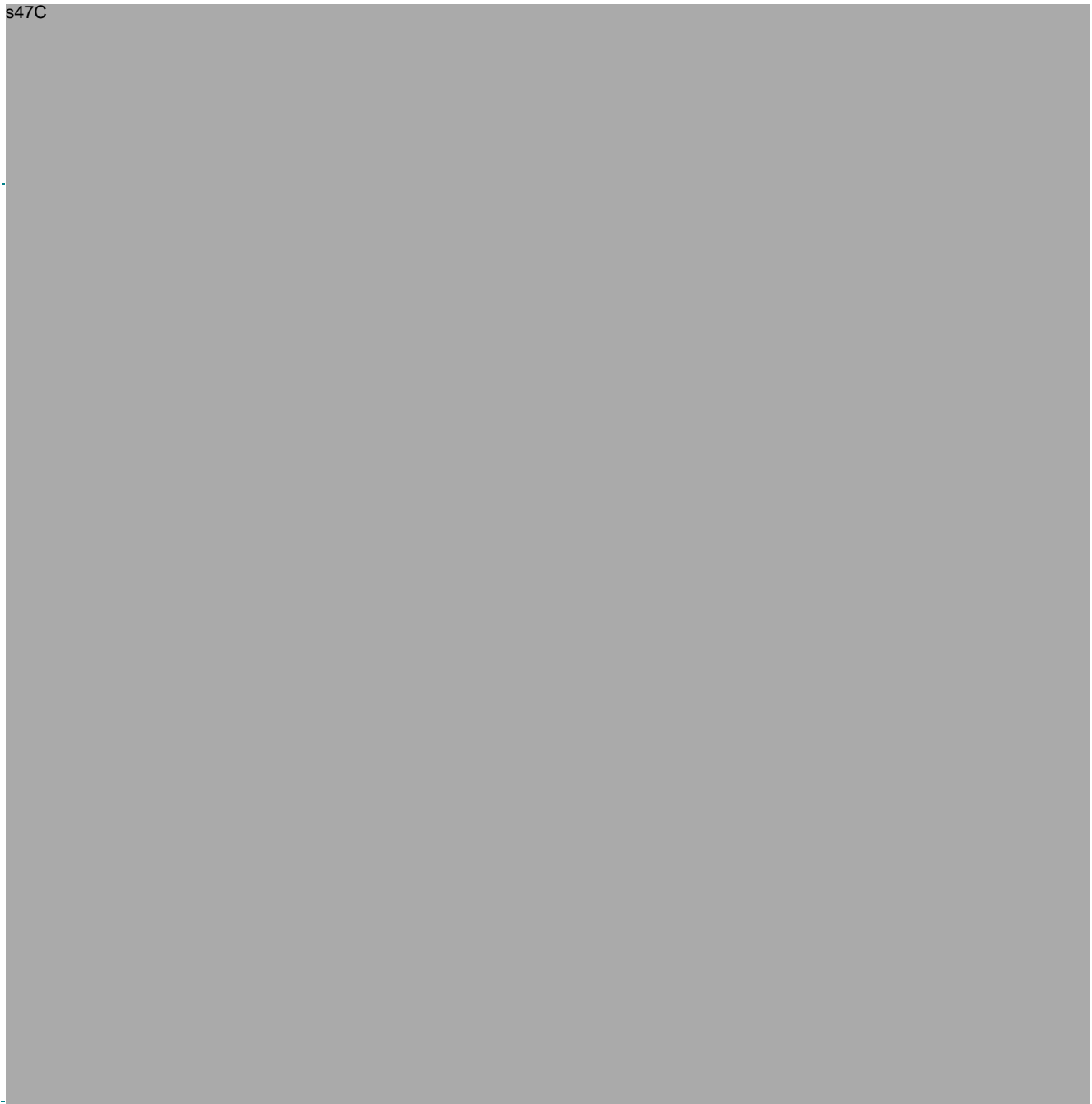
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3.2 Office accommodation

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**Agenda Item 4: Matters for note**

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**Agenda Item 5: Matters for Decision**

**5.1 Endorsement of CEO's KPIs**

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**Agenda Item 6: Audit and Risk Committee Update**

**6.1 ARC update from 12 March**

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**Agenda Item 7: Board and Committee Meeting Platform**

**7.1 Demonstration of GovTEAMS/Sharepoint platform**

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**Agenda item 8: Meeting Finalisation**

**8.1 Review of actions to be taken**

- The Secretariat outlined in the Actions Items table below.

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The Chair closed the meeting at 5:25 pm

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