

Statement of Intent

National Capital Authority

The accountable authority for the National Capital Authority (NCA) is the Authority (also referred to as the Board) which includes the Chair and the Chief Executive. Where this statement refers to the NCA it should be taken to include the Authority.

This Statement of Intent outlines how the Authority will meet the expectations of the Government for the operations and performance of the NCA, as set out in the Statement of Expectations provided by the Minister for Regional Development, Local Government and Territories, the Hon Kristy McBain, on 19 March 2024.

Introduction

The NCA commits to fulfilling its statutory functions and legislative obligations, balancing its objectives and strategic priorities, while always operating in a manner which embraces the public service values and engenders the respect and trust of our stakeholders (including government agencies and members of the community).

Acknowledging the significance and importance of the assets we manage and maintain, the NCA commits to improving asset management practices, applying resources effectively and efficiently to meet our responsibility for stewardship of the Nation's Capital for the benefit of all Australians and achieving value for money outcomes for Government.

Governance, Transparency and Accountability

The NCA has established robust governance frameworks that guide its operations in full compliance with all relevant legislative requirements, and in accordance with the expectations of Government and the community.

The NCA's governance framework includes the Authority Charter, a Corporate Plan establishing strategic objectives and priorities, the recently established Performance Measure Framework, and the Risk Management Policy and Framework. The NCA Audit and Risk Committee provides independent advice and assurance on the NCA's governance and accountability responsibilities.

The NCA commits to ongoing review and updating of elements of the governance framework to ensure they remain current and reflect best practice. This year the NCA commits to reviewing the Authority Charter.

To enhance transparency and accountability the NCA will publish all key governance documents, policies and guidelines on the NCA website. We will undertake a review of the website to ensure the ease of accessibility to, and use of, documents and information.

The NCA will also actively monitor the skills, capabilities and performance of the Authority, including the Chief Executive, and the NCA, seeking input from stakeholders including other Australian Government agencies, the ACT Government, the Canberra community and the Australian public to the extent possible.

Approach to Regulation

The NCA and the ACT Government share responsibility for the further planning and development of the Territory; the NCA is responsible for the Commonwealth's ongoing interest in the planning of nationally significant parts of Canberra and the ACT Government is responsible for territory planning for the residents of Canberra. The NCA will further consolidate and advance arrangements and relationships with the ACT Government, to ensure planning and approval processes are co-ordinated and well managed.

The NCA commits to exploring and advancing opportunities for collaborative work with the ACT Government for harmonisation of regulatory arrangements to promote seamless administration across areas of joint or shared responsibilities for the benefit of community.

Opportunities for enhancement will continue to be developed and shaped with community and stakeholder input. In all regulatory activities, both in policy development and administration, the NCA will have regard for regulatory burden and strive for efficiency and effectiveness in its processes.

The NCA will continue its role in ongoing review of the National Capital Plan, to ensure it remains relevant, contemporary and appropriate. The NCA will also commence work on considerations for governance and accountability in decision making frameworks, having regard for the planning frameworks of other jurisdictions in Australia and other national capital planning authorities and for the emerging best practice and principles.

Relationship with Government

The NCA will continue to provide timely and evidence-based information and advice to the Government through our Minister and portfolio Department, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (DITRDCA). We commit to timely advice on significant issues and emerging risks – including operational matters, significant capital projects and/or of important stakeholder issues of concern.

This will be in the context of, and additional to, regular formal reporting arrangements on operational outcomes and performance.

The NCA will continue to foster close and productive relations with DITRDCA – through regular meetings and sharing of briefings to the Minister. We will continue to work closely with DITRDCA on relevant legislative, policy and strategic matters.

The NCA will continue to contribute to relevant inquiries conducted by the Joint Standing Committee on the National Capital and External Territories. The NCA will work collaboratively in implementing recommendations, where agreed by the Government.

Relationship with Stakeholders

The NCA recognises the importance of continuing to foster and enhance its relationships with stakeholders, noting the broad range of stakeholders with whom we will engage and the different purposes of that engagement and consultation.

The NCA commitment is established through its policy 'Commitment to Community Engagement' and the principles outlined therein of a clear purpose, an inclusive process, early engagement allowing adequate time for input and providing feedback.

The NCA commits to proactive community engagement by holding bi-annual Community Forums to inform our work and commits to engage with all stakeholders in a transparent and collaborative manner.

In its responsibilities as a decision maker, the NCA will operate with a strong focus on transparency and accountability and will look for opportunities to review and enhance process around planning and other administrative decisions to embed these commitments, including the appropriate publishing and communication of processes and outcomes.

The NCA will also continue to seek opportunities to ensure all Australians are connected with their National Capital and will pursue opportunities to actively engage with the Australian community to ensure its continued relevance and significance.

Conclusion

In supplementing the commitments provided above, a program of implementation activities has been developed to outline actions the NCA will take in response to the Statement of Expectations (Attachment A).

The NCA will report regularly to the Minister and the DITRDCA on the progress in implementing the Statement of Expectations.

The Statement of Expectations and Statement of Intent will be published on the NCA website.

Statement of Intent – Implementation Activities July 2024 – June 2025

As indicated by the Statement of Intent, the NCA is committed to acting in response to the Statement of Expectations (SOE).

Table 1: Specific activities to be undertaken in responding to the SOE

Activity	Reference in SOE
1. Publish key Authority governance documents on the website, including <ul style="list-style-type: none"> • PALM Act • National Capital Plan • Authority Charter • Audit and Risk Committee Charter • Conflict of Interest procedure • NCA Corporate Plan • Key Performance Indicator Framework • Risk Management Policy and Framework 	Paragraph 6
2. Publication of the Public Record of Authority meetings	Paragraph 7
3. Organise and hold bi-annual Community Forums to provide a forum for open engagement with the community on NCA strategic objectives and current key policy, planning and administrative matters	Paragraph 7
4. Quarterly reporting to the Minister and Department on: <ul style="list-style-type: none"> • Key Performance Indicators • Capital expenditure • Major capital projects • Significant procurements • Significant planning issues • Significant stakeholder consultations 	Paragraph 8
5. Develop a performance self-assessment tool for the Authority, including a process to seek feedback from stakeholders, and complete an annual performance self-assessment for the Authority	Paragraph 9

6. Establish a Performance Agreement for the Chief Executive and complete an annual performance assessment for Chief Executive, including feedback from stakeholders	Paragraph 9
7. Establish a Skills Matrix for the Authority and complete a skills review for the Authority	Paragraph 10
8. Update the NCA Service Charter and monitor performance against the Charter	Paragraph 11.b.i
9. Review the Authority Charter to ensure that governance processes remain fit for purpose	Paragraph 11.b.ii
10. Review decision making frameworks for NCA regulatory functions, including processes for internal review of decisions, and propose recommendations for the consideration of the Minister (NCA regulatory functions include parking matters, planning works approval matters)	Paragraph 11.b.iii and Paragraph 11.b.iv
11. Undertake a stocktake of NCA regulatory policies and progressively review and update, considering effectiveness of regulation and informed by appropriate engagement with stakeholders	Paragraphs 14 - 16
12. Report quarterly to the Minister on the progress in implementing the actions in the SOE and SOI	Paragraph 19

Table 2: Discussion Paper to be prepared in responding to the SOE

Review	Reference in SOE
13. Commission a Discussion Paper on governance frameworks and approval processes for planning and development on National Land, having regard for other jurisdictional models – including local government practices and practices of other national capital planning authorities – and present recommendations to the Minister for consideration	Paragraph 12, Paragraph 13 and Paragraph 17