



**Australian Government**  
**National Capital Authority**

# **NATIONAL CAPITAL AUTHORITY**

**Authority Meeting A2020/3**

**23 June 2020**

**Public Record**

*I endorse this Public Record of the  
Authority meeting held on 23 June 2020*

A handwritten signature in black ink, appearing to read 'Terry Weber', written over a dotted line.

*Mr Terry Weber, Chair of the National Capital Authority*

This document is a public record of the National Capital Authority meeting held on 23 June 2020. As some matters discussed at Authority meetings are personal, privileged and/or confidential, this record follows but does not represent the formal minutes of the meeting.

Earlier in the day of the meeting, Canberra-based Authority Members visited Kings Park and received a briefing by NCA officers on issues being experienced in the area and possible changes and works to address the issues. Members also viewed recent and current works in the area especially works on Aspen Island and on walls on Lake Burley Griffin.

## **Administration and Governance**

The following Authority members were present at the meeting: Mr Terry Weber (Chair), Mr Dennis Richardson, Ms Jenny Smithson (via video/telephone, because of COVID-19 travel restrictions) and Ms Sally Barnes (Chief Executive).

This meeting was the Authority's third regular meeting for 2020.

The Authority thanked NCA officers for their comprehensive and positive response to the COVID-19 pandemic.

The Authority noted the value of the site visit to Kings Park and asked that the Authority visit the former CSIRO forestry precinct in Yarralumla at its next meeting.

The Authority welcomed Ms Jenny Smithson to her first Authority meeting. It was agreed that Ms Smithson receive a detailed briefing and tour of key NCA features and current issues when she is able to come to Canberra, when travel restrictions are eased.

The Authority attended to the standard administrative and governance processes for the meeting including disclosing and managing conflicts of interest, finalising the minutes of the previous meeting and reviewing the status of action items from earlier meetings.

## **Work Health and Safety Report**

The Authority received and considered an update on Work Health and Safety (WHS) which included a summary of recent incidents, an update on COVID-19 management arrangements, and work on further developing the NCA's WHS reporting and management arrangements, including public incident reporting, contractor management, and legal advice and support.

## **Risk Management**

The Authority received and considered the presented report on risk management in the NCA.

NCA officers noted work on further developing and formalising the NCA's risk management arrangements, including developing a small claims policy and the NCA's business continuity arrangements in the context of recent and current events.

## **Planning and Performance**

The Authority received and discussed the presented paper on planning and performance matters.

The Authority discussed the NCA's current performance indicators and recent positive outcomes.

## **Governance and Compliance**

The Authority received and discussed the presented report on current governance and compliance matters.

Following consideration, the Authority agreed to an updated delegation relating to Authority functions under the *Australian Capital Territory (Planning and Land Management) Act 1988* and authorisation under the National Capital Plan.

The Authority also discussed and endorsed an updated NCA Audit Committee Charter.

The Authority considered and endorsed a statement on the NCA's fraud control arrangements prepared for the NCA's annual assurance audit.

The Authority noted other elements of the report including updated policies and procedures on gifts and benefits, privacy, and public interest disclosure.

## **Human Resources (HR) Report**

The Authority received and discussed aspects of an update on HR matters including positive survey results on COVID-19 arrangements and consultation, health and wellness initiatives, and staff management, including of the NCA's volunteers.

## **Finance Report**

The Authority received and discussed the presented finance report, which included financial results for the financial year to end-May 2020.

The Authority noted and discussed the updates on key NCA procurements.

## **Forward Agenda**

The Authority noted its forward agenda for meetings to be held in 2020. No specific conflicts of interest regarding agenda items for future meetings were identified.

The Authority noted corporate and business planning work would be conducted out of session.

## **Presentation – Sydney Seaplanes**

The Authority received a presentation by Mr Aaron Shaw, founder and managing director of Sydney Seaplanes, on a proposal to use Lake Burley Griffin as part of an aerial service between Canberra, Sydney and potentially other destinations.

Mr Shaw provided a background to the company and its operations, and went over details of the specific proposal, which featured potential commuter as well as tourism services, using Canberra Airport for some services and flights, and proposed aircraft and flight schedules.

The Authority discussed the proposal in detail including required infrastructure, environmental considerations, proposed flight paths, interactions with boats and other craft on the Lake, heritage aspects, and possible noise levels.

## **Presentation – National Estate Wayfinding/Signage**

The Authority received a presentation from NCA officers and a design adviser on proposed designs for wayfinding and signage on the National Estate.

The Authority discussed aspects of the new designs including their design life, robustness and specific features.

Following discussion, the Authority endorsed the proposed signposting of the National Triangle and agreed to the design character of the proposed signage suite.

## **Presentation – Australian War Memorial Redevelopment Update**

The Authority received a presentation from officers from the Australian War Memorial (AWM) updating the Authority on the AWM's redevelopment project.

The presentation provided an update on project including procurement work, approval processes, key points of interest, current design positions, and issues identified in community consultation processes.

The Authority discussed a range of aspects of the development including from the Public Works Committee review, progress in consideration of the development under the *Environmental Protection and Biodiversity Conservation Act 1999*, and the NCA works approval schedule.

## **Chief Executive Report**

The Authority received a detailed report from the Chief Executive covering a range of strategic matters that have commenced or progressed since the previous Authority meeting. The Chief Executive also provided the Authority with the status of a recent issue concerning a potential Indigenous heritage site at the former CSIRO headquarters in Campbell.

The Authority discussed the display at the National Carillon for National Reconciliation Week and current work in the NCA examining compliance powers for the NCA's works approval function.

## **Sunset Legislation Update**

The Authority received and noted an update on work reviewing and remaking legislation (including the Lakes Ordinance 1976, the National Land Ordinance 1989 and the National Memorials Ordinance 1928) that is scheduled to lapse, or 'sunset', in 2022.

## **Federation Centenary Fountains**

The Authority received and noted the paper, which included a synopsis of a restoration options assessment report for the fountains.

## **Diplomatic Sites Analysis**

The Authority received and noted the update and detailed analysis of land reserved for diplomatic missions in Canberra, which included the status of the sites across the estate and environmental offset options being investigated.

Following consideration, the Authority agreed that options for the future use of current diplomatic land that is deemed unsuitable for use by the diplomatic community be considered following completion of master planning for the new diplomatic estate.

## **Kings Park**

The Authority received and noted the paper which outlined current issues being experienced in the Kings Park precinct and strategies to respond to the issues identified. The Authority recalled the site visit and discussions earlier in the day on the issues outlined in the paper.

The Authority supported moving to modify Wendouree Drive to through traffic by converting much of the central length of the roadway to a dedicated two-way cycle path while increasing parking (including for coaches) and providing for better amenity for cyclists, pedestrians and visitors to the area. They asked that NCA officers undertake a community engagement process to get early input from park users and key stakeholders to the proposal.

## **Tree Management Policy**

The Authority received and noted the paper on the development and status of the NCA's Tree Management Policy.

The Authority approved the presented Tree Management Policy to guide development of the NCA's treed landscape for the next ten years. The Authority also agreed, in consultation with Assistant Minister Marino, to publish the Policy on the NCA website and send it to stakeholders who have expressed an interest in its development.

## **Media and Communications Report**

The Authority received and noted the Media and Communications Report, which included key media coverage of NCA-related issues.

## **Events and Place Activation Report**

The Authority noted the information provided in the Events and Place Activation report, including the impact of COVID-19 restrictions on events and gatherings.

## **Works Approval Report**

The Authority received and noted the Works Approval Report, which included an update on key current developments and pre-application meetings, and current works approval processing rates. The report included maps showing the location of works approval applications for the first quarter of 2020.

## **Strategic Planning Report**

The Authority received and discussed the Strategic Planning Report, which provided an overview of current key development proposals and related work.

## **Major Projects Committee Report**

The Authority received and noted the report on the work of the Major Projects Committee, which included details of key projects being undertaken by the NCA.

## **Estate Management Report**

The Authority received and noted the first Estate Management Report, which provided a summary of team responsibilities, and key current projects and operational issues.

## NCA Audit Committee Minutes

The Authority received and noted the minutes of the NCA Audit Committee meeting held on 5 June 2020, which summarised the key matters considered at that meeting including current accounting and audit work.

### Other business

No other business was raised.

The Authority noted its next regular meeting is scheduled for 25 August 2020.