



Australian Government
National Capital Authority

NATIONAL CAPITAL AUTHORITY

Authority Meeting A2018/5

2 November 2018

Public Record

*I endorse this Public Record of the
Authority meeting held on 2 November 2018*

A handwritten signature in blue 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 2 November 2018. As some matters discussed are personal, privileged and/or confidential, this record follows but does not represent the formal minutes of the meeting.

Administration and Governance

The following Authority members were present at the meeting: Mr Terry Weber (Chair), Ms Chris Faulks, Mr Glenn Keys, Mr Dennis Richardson and Ms Sally Barnes (Chief Executive).

This was the Authority's fifth meeting for 2018.

The Authority attended to the standard administrative and governance processes for the meeting including disclosing and managing conflicts of interest, finalising previous meeting minutes 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 on including on the Work Health Safety Committee, the CapSafe project, incident reporting and a project on improving the identification and management of asbestos and other hazardous material on the Estate. The Authority discussed aspects of safety management such as arrangements for reporting hazards and discussed some specific hazards on the Estate and actions in response.

Planning and Performance

The Authority received and discussed a report on planning and performance matters, including on the recent review of the *Public Governance, Performance and Accountability Act 2013*. Subsequent discussion focussed on work underway on an ICT Strategy for the NCA.

Risk Management

The Authority received and considered an update on the NCA's current strategic risks and looked forward to ongoing discussions on the NCA's key strategic and high operational risks.

Governance and Compliance Report

The Authority received and considered a report governance and compliance focusing on a schedule of the key compliance requirements involving an agency's accountable authority. The Authority discussed the substantial compliance load, especially for smaller Australian Government agencies. The Authority discussed possible approaches to manage the workload.

Human Resources (HR) Report

The Authority received and discussed the HR report presented, focussing on a detailed report on the NCA's results from 2018 APS Employee Census. The Authority welcomed the positive results in most areas with a significant improvement compared with the 2017 outcomes, and good results compared with similarly sized APS agencies. The Authority discussed aspects of human resource management including engagement, workload and turnover.

Finance Report

The Authority received and noted a presented report on the NCA's financial position at end-September 2018 and other financial matters, including progress in the sale of The Lobby.

Following on from a discussion on pay-parking revenue, the Authority discussed the current approach to the management of parking arrangements and the potential risks and ramifications of different approaches and policy settings. The Authority requested a paper on compliance issues be prepared for its December 2018 meeting.

Decision

The Authority asked that an ICT sub-committee be formed to oversight and support planned work and for a progress report be presented to the Authority's February 2019 meeting.

Forward Agenda

The Authority noted the forward agenda for meetings to be held over the next year.

Presentation/Short Course – Dam Safety and Governance

As part of the meeting, the Authority undertook a short course on Dam Safety Risks and Corporate Governance by Mr Shane McGrath from the Australian National Committee on Large Dams (ANCOLD). The course objectives were to identify issues in dam safety management, available management tools, and potential governance arrangements. The course covered:

- an overview of dams types, potential dam failures, and related issues and risks;
- dam safety obligations, including those arising from statute as well as common law;
- dam safety risk management; and
- dam safety governance.

The course highlighted that the risk of dam failure was generally an event that has a low probability but extreme consequences, and that governing bodies are obliged to ensure they are working to ensure risks are as low as reasonably practicable ('ALARP').

NCA staff confirmed the status of Scrivener Dam that catastrophic failure would could cause major damage and loss of life but that the NCA exceeded requirements in managing that risk.

The Authority discussed some of the potential risks and the appropriate framework to manage and respond to these risks.

Decision

The Authority asked the NCA officers to provide further information on the regulatory framework of nearby dams and whether any changes for Scrivener Dam should be pursued, and for further detail of the risk position of the dam.

Presentation – Section 100 City

The Authority received a presentation on the first stage of a proposed development on Section 100, City, by the Morris Property Group and their architect. The development is the first stage of several stages in the area and includes concomitant civil works such as roads and public parking. The development is subject to planning approval by the National Capital Authority under the City Hill Precinct Code of the National Capital Plan.

The Authority discussed a range of issues related to the proposal including consultation, design and presentation aspects, access and permeability, and parking arrangements. The proponents noted some changes that were being made to the proposed development in response to feedback received to date

The Authority asked the development be considered using the National Capital Design Review Panel and that the developer continue to focus on providing a high quality development on such a significant site.

Decision

The Authority asked the NCA to prepare a letter to the proponent thanking them for their presentation and confirming the outcomes of the discussion and next steps. The Authority asked that the Design Review Panel consider the associated development application.

Presentation – National Archives of Australia

The Authority received a presentation by the National Archives of Australia (NAA), on the early stages of a proposal to construct a permanent public facility in the Parliamentary Zone.

The Authority discussed aspects of the proposal including siting and related issues, design aspects, heritage and layout implications, and the longer-term implications of this proposal and other possible developments in the Parliamentary Zone.

The Authority thanked NAA officers for their presentation and wished them well in advancing their proposal.

Decision

The Authority asked the NCA to prepare a letter to the NAA thanking them for their presentation and confirming the NCA's position in relation to the proposal. The Authority asked the NCA to prepare a current overview of possible sites for future development in the Parliamentary Zone to further inform consideration of development proposals for the area.

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.

Light Rail Stage 2 – including JSCNCET Inquiry

The Authority received and considered a paper recent developments on the Light Rail Stage 2 proposal including correspondence between the Chief Executive and the Director-General of the ACT Transport and City Service Directorate, expert advice that had been received, and the JSCNCET report released on 22 October 2018.

The Authority confirmed their current position on the Light Rail Stage 2 proposal and thanked NCA officers for their work in this area.

City and Gateway Urban Design Framework

The Authority received and considered a report on the City and Gateway Urban Design Framework and noted the outcomes of the public consultation process.

Decision

The Authority agreed to release the final City and Gateway Urban Design Framework in November 2018, following the release of the ACT Government's Planning Strategy; and the preparation of a draft amendment to the National Capital Plan, noting the draft amendment will be presented for the Authority's consideration at the December 2018 meeting.

Event Venue Infrastructure Feasibility Study Inquiry

The Authority received and noted the key findings of the first phase report (of two) providing strategic advice on the market appeal of event and activities on NCA-managed land and feasibility costings of potential future infrastructure requirements.

Tree Management Policy

The Authority received and noted a paper which provided an overview of the proposed objectives and outcomes for the development of a Tree Management Policy.

Media and Communications Report

The Authority received and noted the media and communications report.

Works Approval Report

The Authority received and noted the Works Approval Report, including trends in applications, fees payable and processing rates.

Strategic Planning Report

The Authority received and considered the report, which sets out longer-term development proposals which will involve the NCA.

Major Projects Committee Report

The Authority received and noted the report, which sets out the status of key projects in progress.

Audit Committee Report

The Authority received and noted the report of the NCA Audit Committee which provided a summary of the outcomes of the Committee's 29 August 2018 meeting.

Other business

The Authority noted its next meeting is scheduled for 17 December 2018.

