



Australian Government
National Capital Authority

NATIONAL CAPITAL AUTHORITY

Authority Meeting A2020/5

20 October 2020

Public Record

*I endorse this Public Record of the
Authority meeting held on 20 October 2020*

A handwritten signature in black ink, appearing to read 'Terry Weber', is written over a horizontal 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 20 October 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.

Administration and Governance

The following Authority Members attended the meeting: Mr Terry Weber (Chair), Mr Dennis Richardson, Ms Jenny Smithson, Mr James Willson and Ms Sally Barnes (Chief Executive).

This meeting was the Authority's fifth meeting for 2020.

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.

The Authority asked the NCA to come back to the Authority with an update on the condition of the Air Disaster Memorial and related infrastructure.

Work Health and Safety Report

The Authority received and considered an update on Work Health and Safety (WHS) that included a summary of WHS incidents in the first quarter of 2020-21 and recent WHS initiatives in the NCA. The Authority welcomed an increase in hazards being reported.

The Authority discussed new concessions for hiring e-scooters in the ACT and possible risk and WHS implications. The discussion included the relative responsibilities for safety aspects between the ACT Government, the NCA and the two operators who had been provided with licences to conduct operations.

Later in the meeting, the NCA provided the Authority with a briefing on the new e-scooter licensee arrangements. The briefing covered hiring, use and pricing arrangements, where the scooters should be left, arrangements for their collection, and speed reductions that are in place in the National Triangle and Anzac Parade.

The Authority asked for an update on the operation of the e-scooter arrangements at the Authority's December meeting

Risk Management

The Authority discussed current and potential risks and how they are currently being managed.

The Authority noted they actively monitor, review and updated the Strategic Risk Register each quarter. The register is also referred to the NCA's Audit Committee for input and regularly discussed at Senior Leadership Team meetings within the NCA.

Planning and Performance

The Authority received and discussed the presented paper on planning and performance which included updates on the NCA's Portfolio Budget Statement (PBS), Corporate Plan and Annual Report, as well as current performance information.

The Authority noted recent NCA achievements and performance outcomes and discussed possible improvements to measuring and assessing the NCA's performance.

The Authority asked for performance information and possible new performance measures to be included as part of an Authority planning session to be held in first quarter 2021.

Governance and Compliance

The Authority received and discussed the presented report on current governance and compliance matters which included an update on the sunseting legislation process and other work in train in reviewing aspects of the NCA's legislation.

On sunseting legislation, the Authority discussed harmonising Commonwealth and ACT legislation where appropriate.

Human Resources (HR) Report

The Authority received and discussed the presented report on human resource matters.

The Authority discussed the NCA's Average Staffing Level (ASL) allocation over the next few years and current and planned arrangements for working from home.

Finance Report

The Authority received and discussed the presented finance report, which included an update on the 2020-21 Budget and the NCA's new policy proposals, financial results for the first quarter of 2020-21 and recent procurement work.

The Authority thanked the NCA's financial team for work on the 2019-20 financial statements and flagged the importance of managing the NCA's finances in 2020-21.

The Authority noted that revenue was well down because of COVID-19 restrictions and discussed possible revenue and activation opportunities. The Authority asked for these matters to be included in the planning session scheduled for first quarter 2021.

Forward Agenda

The Authority noted the forward agenda for the December 2020 and February 2021 meetings. No specific conflicts of interest for agenda items for these meetings were identified. The Authority discussed the general pattern and schedule of meetings for 2021.

Site Visit – National Triangle

The Authority undertook a walking site visit to the following locations to receive briefing from NCA subject matter experts on current and proposed works.

- Regatta Point
- Canadian Flagpole
- Stage 88, Commonwealth Park
- Kings Park, including wayfinding signs
- Aspen Island/National Carillon
- Lake Burley Griffin Walls
- National Gallery of Australia – Sculpture Garden/Lake Edge

The Authority discussed relevant issues with accompanying NCA officers. The Authority thanked the relevant staff for the informative briefings and discussions.

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 Authority noted a positive NCA appearance before the Joint Standing Committee on the National Capital and External Territories on 8 October 2020, and discussed the status of a proposal for a National Resting Place for the remains of Aboriginal and Torres Strait Islanders people.

Memorials Policy Strategy

NCA officers presented a status report on a project developing a new strategic framework for the management of national memorials. The project stems from implementing the Government's response to an inquiry on this issue by the Joint Standing Committee on the National Capital and External Territories and the sunseting of the *National Memorials Ordinance 1928* in April 2022.

The Authority discussed aspects of the report including membership of the Canberra National Memorial Committee and a possible advisory panel, and looked forward to receiving an update at the February 2021 meeting.

Media and Communications Report

The Authority received and noted the Media and Communications Report, which included recent key media coverage of NCA-related issues. The Authority thanked the NCA for the weekly media summary it now receives.

The Authority discussed the NCA's profile and brand strategy as well as current resourcing and tools available to the team.

Events and Place Activation Report

The Authority received and noted the information provided in the Events and Place Activation report.

The Authority discussed a range of planned events and opportunities, as well as the NCA's role in promoting events.

Works Approval Report

The Authority received and noted the Works Approval Report, which included an update on current performance in processing works approval applications, and key current and upcoming developments.

The Authority discussed recent information on the redevelopment of the Australian War Memorial, progress in preparing heritage management plans, and the status of the proposed development at the former CSIRO headquarters site in Campbell.

Strategic Planning Report

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

The Authority asked the NCA to refer a possible transfer of land at the National Museum of Australia to the NCA Audit Committee for their advice.

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.

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.

The Authority discussed the status of work on the statue of Sir John McEwen.

ICT Committee Report

The Authority received and noted the NCA ICT Committee Report, which summarised the key work elements of the Committee and an update on more general ICT developments in the NCA.

The Committee discussed aspects of the report including the transition to a new ICT Managed Service Provider and new ICT operating environment.

NCA Audit Committee Report

The Authority noted and discussed the NCA Audit Committee Report which included highlights from the Committee's meeting held on 28 August 2020.

The Authority thanked the Audit Committee for their contribution to finalising the NCA's 2019-20 financial statements.

Other business

The Authority asked for a new standing agenda item which provides the opportunity for Authority Members to give an update on relevant meetings or discussions held since the previous meeting.

The Authority noted its next regular meeting is scheduled for 15 December 2020.

