



ACT
Government

Suburban Land
Agency

SUBURBAN LAND AGENCY BOARD MEETING 10.

Level 3 Executive Board Room, Dame Patti Menzies House, Dickson ACT and
Newton Room, Level 7, TransACT house, Dickson ACT

29 May 2018 (Board Meeting, 10.50am – 4.30pm)

Minutes

Board Meeting Present:

Mr John Fitzgerald (Chair)

Ms Suzanne Jones (Deputy Chair)

Mr Angus Dawson (Board Member)

Mr Peter Howman (Board Member)

Ms Julie Garland McLellan (Board Member)

Board Meeting In Attendance:

Mr John Dietz (Chief Executive Officer)

Mr Neil Bulless (Deputy Chief Executive Officer)

Mr Tom Gordon (Executive Director, Greenfield)

Mr Clint Peters (Director, Urban Projects, Sales
and Marketing)

Mr Joey Lee (Chief Financial Officer)

Mr Anthony Bailey (Business Operations Manager)

Ms Helen Horsburgh (Minute Taker)

Ms Carolyn O'Neill (Director, Governance,
Compliance and Legal, EPSDD) – Part

Ms Jacqui Bear (Senior Manager Governance and
Quality Assurance, EPSDD) – Part

Mr Chris Webb (Development Director, Suburban
Land Agency) - Part

Apologies:

Nil

MEETING OPENING

10.1.1

Welcome, review of attendance and confirmation of meeting agenda

The Board conducted in-camera session with Mr Dietz from 10.50am to 11.10am.

The Chair declared the meeting open at 11.10am.

The agenda was confirmed and agreed to by the Board.

10.1.2

Standing and further declarations of interests

No new declarations of interest were declared at the meeting. Mr Howman noted a minor correction is required to the title of an entity against his declarations. The Board Chair **requested** the Register be updated accordingly.

10.1.3

Confirmation of minutes of previous meetings

The Minutes from Meeting 9, 24 April 2018, and the subsequent teleconferences held on 1 May 2018 and 9 May 2018 were discussed, including comments provided by Board members. The Board **requested** the Minutes from the teleconference on 1 May 2018 be extracted as a standalone set of Minutes.

The Board **requested** the updated Minutes from all three meetings be resubmitted at Board meeting 11, 26 June 2018 for their consideration and approval.

10.1.4

Matters Arising from previous Minutes

The Matters Arising from Meeting 9, 24 April 2018 were **discussed** in detail with a number of recommendations and clarifications being agreed by members.

The recommended amendments were **agreed** by the Chair.

EXECUTIVE REPORTS

10.2.1

Chief Executive Officer's Report

Mr Dietz provided an overview of the report with a number of sections generating considered discussion. The Board **noted** the Chief Executive Officer's report and the **requested** Matters Arising.

Ngunnawal Section 23 Aged Care Site

Mr Dietz advised the Board of issues that had arisen on the tender for Ngunnawal S23 Aged Care Site that is currently out to market closing on 7 June 2018. Following further discussion the Board **determined**:

- The Tender for the Ngunnawal S23 Aged Care Site (including the homestead) will be withdrawn from the market.
- The proposal will be recast and refined to meet all of the objectives of the CRASLA Act.
- A draft Investment Decision Framework including the approach to market will be presented at the June 2018 Board meeting.

Matter Arising

Management to reconsider delegations for the disposal of significant assets and to prepare a paper on this matter for the Board's consideration.

Government Land Organisation Conference

Mr Dietz provided an update to the Board on the recent conference. Mr Dietz also advised that the Suburban Land Agency and City Renewal Authority will co-host the October 2018 Government Land Organisation conference. Dates for the conference are yet to be confirmed and a major theme for the conference will be Affordable Housing.

Strategic Board Discussions

The proposed topics for future strategic discussions were discussed with the below amendments:

- July 2018 – Investment Decision Framework and 2017-18 Annual Report
- August 2018 – Market/Economic Analysis and 2017-18 Financial Statements

Work Health and Safety

The Board discussed current business systems and processes for WHS requirements and obligations and the need to progress further development of this matter expediently. Mr Bailey advised that there will be further in depth analysis of these requirements occurring in coming weeks.

Matter Arising:

Develop a WHS Plan for submission to the Board Audit and Risk Committee prior to the Board's consideration, including how safety will be more fully integrated into the culture of the Agency.

Vinnies CEO's Sleepout

Mr Dietz advised the Board of his nomination to take part in the Vinnies CEO Sleepout on 21 June 2018. The Board provided unanimous support to the CEO taking part in the event.

Project on a Page Report

The Board discussed the report and noted projects that are behind schedule.

Matter Arising:

Review issues leading to the current status of projects to determine if there are systemic issues and provide advice back to the Board on what actions the Agency is or could undertake to address identified issues.

10.2.2

Finance Report

Mr Lee provided an overview of the report with a number of sections generating considered discussion. The Board **noted** the Finance Report and the **requested** Matters Arising.

The Board was advised of a number of requests the Agency had recently received from purchasers to extend settlements into the 2018-19 financial year and the potential impact of these requests, if accepted, on the Agency achieving budgeted estimates for revenue. Following discussion the Board supported the Agency enforcing terms and conditions in contracts regarding settlement terms.

The Board **reiterated its request** that 30 June settlements should be avoided for any future contracts to minimise slippage into the next financial year.

Matter Arising:

In preparation for the Annual Board Strategy Day in September 2018, provide advice to the Board on risk and mitigations strategies to ensure contractual arrangements are met to support meeting budgeted revenue targets.

Matter Arising:

Provide advice to the Board on systemic or strategic issues that may impact the Settlement Schedules.

Matter Arising:

Impact of Affordable Housing – Provide the Board with advice of the financial impact of affordable housing initiatives to allow for transparency and account of social dividend.

The Board discussed and provided comment on the proposed dates for the preparation of 2017-18 Financial Statements and Statement of Performance.

10.2.3

Sales and Marketing Report

Mr Peters provided an overview of the report with a number of sections generating considered discussion. The Board **noted** the Sales and Marketing Report and the **requested** Matters Arising.

The recent ballot for block selection in Coombs and Wright had gone well and a number of contract exchanges had occurred. The Board congratulated the team on the success of the ballot.

Industry memberships were discussed and the Board suggested the opportunity for the Agency to consider membership to the Project Management Institute. This request will be addressed further as part of the Stakeholder Engagement Strategy for the Agency.

Matter Arising:

Provide Board at the June 2018 Board meeting a draft Sponsorship policy for consideration and approval.

MATTERS FOR APPROVAL

10.3.1

Potential Acquisition of Pace Farm

Mr Webb, Development Director, Suburban Land Agency joined the meeting to provide further information on this agenda item.

Mr Dietz opened the discussion and uptake of the offer from the Board to provide additional information regarding potential acquisition of Pace Farm.

Mr Gordon provided a brief overview of the rationale for the potential acquisition. The risks and benefits of proceeding with the acquisition were discussed in detail. The Board **noted** that the revised business case provided greater clarity as to the reasons why the Joint Venture would seek to acquire the property. Further discussion of the acquisition in regards to the broader strategic purposes followed on a number of issues.

The Board **agreed** that a presentation to Government on the Potential Acquisition of Pace Farm could proceed prior to formal Government consideration, subject to a number of matters being included in the presentation.

Decision:

Recommendation 1 – The Board **noted** the revised Business Case and additional information.

Recommendation 2 – The Board **agreed** for a presentation of the Business Case, including the Board’s list of agreed concerns, to be presented to Government. It was agreed that the draft presentation would be considered by the Board prior to submission to Government.

STRATEGIC PAPERS FOR DISCUSSION

10.4.1

Suburban Land Agency Corporate Governance Document

Ms O’Neill and Ms Jacqui Bear joined the meeting. Ms O’Neill provided an overview of the governing and authorising environment of the Agency. It was noted that this is a live document that can be updated to align to the Agency’s goals and objectives.

Following discussion the Board suggested a number of edits to the document to provide further clarity and explanation on roles and responsibilities. The Board further discussed its role in leading a strong governance culture for the Agency which includes accountability, following due process, the use of business systems and processes and alignment with strategic plans and frameworks.

10.4.2

Land Release and Development Framework

Ms O’Neill provided an overview of the Framework and how it articulates how land release and development is undertaken across ACT government and its application to Greenfield and Urban Renewal projects.

Following discussion the Board suggested a number of edits to the Framework to further clarify the Agency’s and Board’s involvement in land release and development.

It was noted that an additional body of work will be commenced that will underpin this framework, such as, policies, guidelines and business processes.

10.4.3 Update on Governance Program

It was agreed to defer this item to the June 2018 Board meeting.

10.4.4 Stakeholder Engagement Strategy

Mr Peters spoke to the paper providing an overview of the work undertaken to date to develop the draft Stakeholder Engagement Strategy for the Board's consideration and comment.

Following discussion the Board **recommended** a number of amendments and topics for additional consideration when finalising the strategy. The Board noted the final Strategy will be submitted to the July meeting for approval.

Matter Arising:

Invite Minister Gentleman to a future Board meeting to discuss Urban Renewal objectives and strategies for the Suburban Land Agency.

STANDING REPORTS

10.4.5 Ginninderry Joint Venture Monthly Update

Mr Webb provided an overview of the paper, noting the Board's comments. The Board was advised that consultation was underway on the rezoning of the NSW front of the development. The Board inquired as to progress on financing arrangements.

Matter Arising:

Update the Risk Appetite and Project Summary Risk Mitigation Plan for Board Audit and Risk Committee endorsement and Board approval.

10.4.6 Work Health and Safety Report

The Board **discussed** and **noted** the paper.

10.4.7 People and Capability Report

The Board **discussed** and **noted** the paper. Following discussion the Board requested a quarterly report be tabled at future Board meetings including the development of a dashboard report in conjunction with the People and Capability team of the Directorate.

The Board **noted** Minister's Berry's commitment to a diverse culture and how the Agency will align with this commitment through the development of the Diversity Strategy.

Effective measurement and reporting of the Agency's culture was discussed, what actions had been undertaken to date and future opportunities.

Matter Arising:

People and Transition Committee to discuss and explore options to measure and report on the agency's culture and report back to the Board.

PAPERS FOR NOTING

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| 10.4.8 | 2018-19 Statement of Intent |
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The Board **discussed** and **noted** the Paper.

OTHER REPORTS – FOR INFORMATION AND/OR NOTING

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| 10.5.1 | Board Correspondence |
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The Board **noted** the Correspondence to the Board.

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| 10.5.2 | Glossary of Acronyms |
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The Board **noted** the Paper.

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| 10.5.3 | Key Dates |
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The Board **noted** the Paper.

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| 10.5.4 | Freedom of Information Request Report |
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The Board **noted** the Paper.

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| 10.5.5 | Map of Suburban Land Agency Developments |
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The Board **noted** the Paper.

MEETING CLOSE

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| 10.6.1 | Other Business |
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The Board **discussed** a number of items under Other Business.

Red Hill Precinct Asset Recycling Initiative Site

The Board queried under which delegations the Agency had to enter in to contracts for the sale of land.

Matter Arising:

Provide advice back at the July 2018 meeting on delegations to enter in to a contract for the sale of land.

Board Paper Distribution

The Board was advised that the Agency will be implementing Object Connect to allow the safe and secure distribution of Board papers electronically in large format.

Related Party Disclosures

The Board was advised that they will be requested to complete Related Party Disclosures at the June 2018 Board meeting.

10.6.2

Chair's Closing Remarks

The Board Chair **thanked** all members for attending the meeting and the work undertaken to prepare meeting papers.

10.6.3

Board Administration (Sign Minutes, Declarations etc)

The Chair declared the meeting **closed** at 4.30pm.

The Minutes of the Suburban Land Agency Board Meeting 10, held on 29 May 2018 are **approved** as an accurate record of the meeting.



Mr John Fitzgerald
Chair
SLA Board

10 July 2018