



ACT
Government

Suburban Land
Agency

SUBURBAN LAND AGENCY BOARD MEETING 6.

Level 3 Executive Board room Dame Patti Menzies House, Dickson ACT
18 December 2017

Final Minutes

Present:

Mr John Fitzgerald (Chair)
Ms Suzanne Jones (Deputy Chair)
Mr Angus Dawson

Mr Peter Howman
Ms Julie Garland McLellan

In Attendance:

Mr John Dietz (Chief Executive Officer)
Mr Clint Peters (Director, Urban Projects, Sales
and Marketing)

Mr Tom Gordon (Executive Director, Greenfield)
Mr Joey Lee (Director, Finance)
Mr Anthony Bailey (Business Operations Manager)
Ms Tania Shaw (Secretariat)

The Board conducted in-camera discussion 10.05 to 10.20

MEETING OPENING

6.1.1

Welcome, review of attendance and confirmation of meeting agenda

The Chair declared the meeting open at 10.20 am. The agenda was confirmed without amendment.

6.1.2

Standing and further declarations of interests

A Board member made additional verbal Declaration of association.

Secretariat to update the declarations register/index in consultation with the Chair.

6.1.3

Confirmation of minutes of previous meetings

The Minutes of Meeting 5, conducted on 28 November 2017, were **adopted**.

6.1.4

Matters arising from previous Minutes

The Board considered Matters arising from previous Minutes, noting the progress being made to address outstanding items.

Actions: 6.1.4 Matters arising

4.2.3 – Item completed: It was noted that the Suburban Land Agency Workplace Health and Safety Framework had been agreed by the Board in Meeting 5.

3.2.4 - It was agreed that this item be deemed closed as this is incorporated in item 6.3.8

Item 5.5.1 - It was agreed that the CEO is authorised to progress finalisation and signing of the Service Level Agreement with the Directorate.

EXECUTIVE REPORTS

6.2.1 Directorate Update

This matter was deferred to the February 2018 meeting

6.2.2 Chief Executive Officer's Report

The Suburban Land Agency CEO spoke to his report, outlining issues around Business Planning, conclusion of an appeal in relation to land development in North Coombs, and success of recent sales events in Macgregor and Wright. The Board congratulated the sales and valuations teams for outcomes on recent land sales.

The Board **noted** the Chief Executive Officer's report.

MATTERS FOR APPROVAL

6.3.1 Statement of Intent 2017-2018

The Board **noted** the revised Statement of Intent noting amendments arising from Ministerial feedback and amendments to address concerns raised by the ACT Audit Office. The Board **noted** that figures were at 1 July 2017.

The Board **agreed** to the final draft Statement of Intent and **agreed** to the Chair and CEO finalising the Statement with the Minister and submitting it to the Treasurer.

6.3.2 Project approval over CEO delegation: Taylor 2 Stage 2

The Agency outlined the assessment process of the preferred tenderer, including their capacity to manage and undertake the contracted works.

The Board **approved** the CEO to execute the contract.

6.3.3 Quarterly acquisitions report for Minister

The Board **noted** the report for October to December 2017 and **approved** that it be submitted.

6.3.4 West Belconnen Joint Venture Pace Farm acquisition

The agency provided an overview of the proposal and the current review of the Joint Venture being undertaken by the ACT Government.

The Board discussed the nature of the proposed acquisition, associated costs, future land development in this region and the approval process.

The Board **noted** the paper.

The Board **approved** the Agency progressing the acquisitions proposal through the Directorate review process, including input from relevant Directorates; and **agreed** that the business case will be considered by the Board once these reviews are finalised.

6.3.5

Draft Internal Audit Program

The Chair, Board Audit and Risk Committee provided an update on the proposed Internal Audit Program. It was noted that delivery of the program is the responsibility of the Suburban Land Agency, with support from the Directorate.

The Board **noted** the paper, procurement process for an auditor and proposed audit program.

The Board **approved** the Chair of the Board Audit and Risk Committee to determine and agree the scope of works for all internal audits delivered on behalf of the Board.

6.3.6

Budget review

The Agency informed the Board on the mid-year review of the Suburban Land Agency budget statements to inform the Territory budget review.

The Board **endorsed** the Budget statements and **agreed** that the Mid Year Financial Statements be submitted to Treasury for the 2017-18 Budget Review.

6.3.7

Cash flow

The Agency presented the paper to the Board on the cash flow forecasts arising out of the recent budget review process. Options were discussed which would allow the Agency to meet its future payments to Government while ensuring sufficient cash remains available to the Agency to deliver its land development commitments.

The Board **approved** the Agency briefing Minister Berry and seeking further advice from Treasury.

6.3.7

GST

The Agency spoke on the need to apply to the Commissioner of Taxation for a private ruling on the application of GST to rural land.

The Board **approved** the Agency seeking a private ruling from the Commissioner for Taxation.

6.3.9

Ginninderry Special Purpose Vehicle Built form

The Agency provided background information on establishment of the West Belconnen Built Form Joint Venture. The Agency detailed discussions with the Government Procurement Board who indicated that it was satisfied with the methodology, structure and governance of the arrangement and considered that it met the requirements of the *Government Procurement Act 2002*. The Board noted that two new roles had been created under the Ginninderry project for Riverview to be engaged to perform the functions of the development manager and sales and marketing manager.

The Board **noted** the paper. The Agency is to present additional information on the proposal in 2018.

6.3.10

Kingston Arts Precinct

The Agency updated the Board on the status of advice to Government on this project. The Agency sought agreement to brief the responsible Ministers on this project and development of an information paper for Government.

The Board **agreed**.

COMMITTEE, PROJECT REPORTS AND OTHER PAPERS FOR NOTING

6.4.1

People and Transition Committee Meeting 4: 28 November

Item deferred to Meeting 7

6.4.2

Board Audit and Risk Committee Meeting 5: 27 November

Mr Howman reported on the proposed Internal Audit program and proposed engagement of a consultant.

The Committee's Report was **noted**.

6.4.3

Ginninderry Joint Venture Monthly update

The Agency updated the Board on progress of the Ginninderry Joint Venture project.

The Report was **noted**.

6.4.4

Suburban Land Agency Strategic Risk Register

The agency provided an update on the Strategic Risk Register

The Report was **noted**.

6.5.1

Board correspondence

No correspondence received

6.5.2 and 6.5.3

Glossary of acronyms and Key dates

Papers taken as read.

6.6.1

Other business

No other business


6.6.2

Chair's closing remarks

There being no further business, the Chair closed the meeting at 3.00 pm.

The Minutes of Suburban Land Agency Board Meeting 5, held on 18 December 2017 are **approved** as an accurate record of the meeting.

Mr John Fitzgerald
Chair
SLA Board

 27 February 2018