



Government of **Western Australia**  
**Ministerial Advisory Panel**

*"Advising on Best Practice Safety Regulation"*

# AGENDA – Financial Reporting and Transparency Work Group

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Date:	Wednesday 28 July 2010	Time:	3:00pm to 5:00pm
Venue:	Conference Room 1 – Level 8 South Mineral House – 100 Plain Street, East Perth		

Item No.	Item	Who
1.	Welcome and introductions	Project Director
2.	Review Terms of Reference	Work Group
3.	RADARS Key Principle 5	Work Group
4.	Timeframes and expected outcomes	Work Group
5.	Discuss level of detail for reporting	Work Group
6.	Other business	Work Group
7.	Next Meeting: 11 August 2010	

## Information Papers:

- Terms of Reference (draft)
- RADARS Key Principles (draft)
- Extract from Ministerial Advisory Panel - Meeting Minutes – 21 April 2010
- Ministerial Advisory Panel Extract - Agenda Item 5, 27 May 2010
- Queensland levy report
- DMP Mine Safety 2009/10 Budget as at 30 June 2010



File No:

# Financial Reporting and Transparency Working Group MEETING MINUTES

Date:	Wednesday 28 July 2010	Time:	3:00pm to 5:00pm
Venue:	Conference Room 1 – Level 8 South Mineral House - 100 Plain Street, East Perth		

## PRESENT:

Mr Graham Short	National Policy Manager, Association of Mining and Exploration Companies (AMEC)
Ms Elizabeth Smith	Senior Technical Compliance Officer , APA Group (proxy for Barrie Sturgeon)
Ms Nicole Roocke	Director, Chamber of Minerals and Energy (CME)
Mr Lew Pritchard	General Manager Resources Safety Division, Department of Mines and Petroleum
Mr Jeremy Hawke	General Manager, Finance, Department of Mines and Petroleum
Mr Simon Skevington	Facilitator, Project Director, Safety Reform, Department of Mines and Petroleum
Ms Jennifer Shelton	Project Manager, Safety Reform, Department of Mines and Petroleum
<b>APOLOGIES:</b>	
Mr Barrie Sturgeon	Manager – Asset Management & Engineering (WA) APA Group, Australian Pipeline Industry Association Ltd (APIA)
Mr Patrick Burke	Group Manager Safety MacMahon Contractors Pty Ltd, Chamber of Minerals and Energy (CME)
Mr David Eyre	Project Manager, Safety Reform, Department of Mines and Petroleum

ITEM	ACTION
<b>1. Welcome and Introduction</b>	
<ul style="list-style-type: none"><li>Simon Skevington welcomed all members.</li><li>Members confirmed that a list of contact details for members can be provided. This will be sent out with the minutes.</li></ul>	Project Team to send contact list for WG2 to members
<b>2. Review Terms of Reference</b>	
<ul style="list-style-type: none"><li>It was recognised by the group that although the terms of reference are set, there needs to be a degree of flexibility i.e. should there be something that needs to be considered with regard to financial reporting, they can include it.</li></ul>	



ITEM	ACTION
<ul style="list-style-type: none"> <li>Output for this group will be an agreed process for reporting.</li> </ul>	
<b>3. RADARS Key Principle 5</b>	
<p>The group reviewed the Key Principles agreed by MAP.</p> <ul style="list-style-type: none"> <li>The performance of the regulator needs to be transparent.</li> <li>All monies need to be accounted for.</li> <li>The levy money will be held in a separate account and can only be used for safety. It is protected under legislation.</li> </ul>	
<b>4. Timeframes and expected outcomes</b>	
<ul style="list-style-type: none"> <li>Members are required to filter information back to the peak bodies they are representing.</li> <li>Generally the scope of what the group discusses will not be confidential. All MAP and all working groups' minutes will be placed on the DMP website to ensure an open and transparent process.</li> <li>The agreed position of the group and expected outcomes need to be; what we need to report, how we need to report it and how frequently.</li> <li>The group needs to come to an agreed position on information DMP report in order to justify how money is being spent.</li> <li>It's important to ensure that industry is getting value for money from levy collected.</li> <li>This first meeting will focus on what members expect from the regulator.</li> <li>Administrative KPI's to also be considered by this group.</li> <li>The group will need to report back to MAP within 3 months.</li> </ul>	
<b>5. Level of Reporting</b>	
<ul style="list-style-type: none"> <li>DMP Annual Report will reflect performance indicators and financial spending.</li> <li>Safety levy – there's a special purpose account. Separately disclosed.</li> <li>The safety levy is covered by legislation (this is a statutory requirement).</li> <li>Need a business plan.</li> <li>There should be an annual business plan prepared for the following year.</li> <li>Need to review examples of business plans for next meeting.</li> <li>DMP currently has Strategic, Business and Operational Plan. DMP to consider creating a separate document with appropriate content for industry and external use.</li> </ul>	<p>Nicole Roocke to provide a copy of a business plan as an example.</p>



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ITEM	ACTION
<ul style="list-style-type: none"> <li>• There will need to be some form of ongoing governance. This issue needs to be addressed by MAP.</li> <li>• Corporate overheads will be a cost. DMP to advise on an agreed model for these costs. The group would like a level of detail on these costs.</li> <li>• eOverheads would be reviewed, yearly.</li> <li>• Industry needs the ability to drill down into the finances if required.</li> <li>• Major expenditures by DMP, industry needs to be aware of i.e. upgrades to IT systems that could possibly increase the levy.</li> <li>• DMP to provide examples of business plans from other government departments.</li> <li>• Templates (high level abstract) expectations of what is to be included in business plan or performance report. DMP to provide suggested headings.</li> <li>• Heading to be included in a model financial report – Jeremy Hawke to action.</li> <li>• Jeremy Hawke to provide examples of current finance reports as examples of what DMP can produce.</li> <li>• DMP uses standard DTF costing guidelines.</li> </ul>	<p>Project Team to provide business plans and means of how other Gov't Depts report on their cost recovery.</p> <p>Lew Pritchard to provide a template with headings for suggested business/reporting plan.</p> <p>Jeremy Hawke to provide examples of current finance reports as examples of what DMP can produce.</p>
<b>6. Other business</b>	
<ul style="list-style-type: none"> <li>• Jeremy Hawke to confirm his attendance at next meeting 13 August 2010.</li> </ul>	
<b>Next meetings</b>	
<ul style="list-style-type: none"> <li>• 13 August 2010      9.30 - 11.30am</li> <li>• 27 August 2010     9.30 - 11.30am</li> <li>• 8 September 2010   9.00 - 11.00am</li> <li>• 22 September 2010 3.00 – 5.00pm</li> </ul>	