



Government of **Western Australia**
Ministerial Advisory Panel

"Advising on Best Practice Safety Regulation"

AGENDA – Financial Reporting and Transparency Work Group

Date:	Friday 13 August 2010	Time:	9:30am to 11:30am
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 of other organisations business plans	Work Group
3.	Review of DMP current financial reporting	Work Group
4.	Discuss level of detail for reporting	Work Group
5.	Other business	Work Group
6.	Next Meeting: 27 August, 9:30am – 11:30am	Work Group

Information Papers:

- Example - DMP Financial Statement, JHawke
- Example – DMP Operational Plan, LPritchard
- Summary of other agencies reporting
- Queensland Report on Cost Recovery
- Example of Performance Report prepared by DMP



File No:

Financial Reporting and Transparency Working Group MEETING MINUTES

Date:	Friday 13 August 2010	Time:	9:30pm to 11:30pm
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 Nicole Roocke	Director, Chamber of Minerals and Energy (CME)
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 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
Mr David Eyre	Project Manager, Safety Reform, Department of Mines and Petroleum
APOLOGIES:	
Linda Morich	Occupational Health and Safety Officer, Unions WA

ITEM	ACTION
1. Introductions, Minutes and Actions <ul style="list-style-type: none"> The members contact details were distributed with the minutes. A short summary and the links to other organisations' business plans were provided. Mr Pritchard provided one page from the Resources Safety, Business Development, internal operational plan as a sample of what is currently prepared. Mr Hawke provided a sample of what is currently available to present high level budget information. Minutes and actions of previous meeting were agreed. 	



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ITEM	ACTION
<p>2. Business plans from other organisations</p>	
<ul style="list-style-type: none"> • Ms Roocke provided research she had conducted into other organisations’ business plans including NOPSA’s one page corporate plan. The group agreed that NOPSA’s one page plan is a good example of what could be in a report on the Resources Safety. • The group discussed the various means of reporting, possible combinations of documents and what is contained in the documents. Possible reporting could include: <ul style="list-style-type: none"> ○ Strategic Plan / Corporate Plan 2 - 3 year horizon; ○ Annual operating plan containing planned activities, outcomes, KPIs, resources (forward planning); ○ Industry performance reports (retrospective); ○ Annual report from DMP (reporting on what has happened) • The group noted that ongoing governance is an issue that should be raised for consideration by MAP; • The possibility for input into the Departments non-core activities / new initiatives was discussed. 	<p>Project Team to send the link to NOPSA’s one page corporate plan to members.</p>
<p>3. DMP current financial reporting</p>	
<ul style="list-style-type: none"> • The information provided by Mr Hawke was reviewed. Majority of members considered that more detail was required. The members sought further detail under each line item – breakdown of what the line items include. 	
<p>4. Level of detail for reporting</p>	
<ul style="list-style-type: none"> • The group discussed the likely FTE increases as provided in the original business case and the accuracy behind these numbers. Government would have to consider and approve any increase in the existing approved FTE level. • Ms Roocke indicated that DMP should conduct risk assessments of the industry i.e. conduct a risk profile, identify high risk areas and then target inspections and campaigns in the high risk areas. These risk areas would then be considered non-core issues that would go into the business plan. • The group recognised that there will be core activities that the Department will have to carry out and some non-core / new initiatives that the Department could liaise with industry on what activities they would like to see undertaken. Having industry endorsement would assist the Department when putting business cases to government for consideration. 	



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<ul style="list-style-type: none"> • The group discussed the benefit of a separate line item for RSD in the department’s budget papers. This would require agreement from Treasury. • The group agreed that they should come up with a template, a process for setting initiatives that fits in with the financial planning cycle. It was suggested that we could expand on the existing performance report template that was distributed with the agenda. • Ms Roocke to provide a list of headings to add to the performance report / operational business plan for the next meeting. • Project team to populate the template with headings for review at the next meeting. 	<p>Nicole Roocke to provide list of headings to add to the performance report for the next meeting.</p> <p>Project team to populate the template with headings for review at the next meeting.</p>
<p>6. Other business</p>	
<ul style="list-style-type: none"> • Project Team to distribute the performance report headings from the whiteboard to members. • Conference call set up for next meeting – Patrick Burke. • Mr Hawke asked for a brief summary of other working group’s activities. 	<p>Project Team to distribute the performance report headings from the whiteboard to members.</p> <p>Project Team to distribute a brief summary of other working group’s activities.</p>
<p>8. Next Meetings</p>	
<ul style="list-style-type: none"> • 27 August 2010 9.30 - 11.30am • 8 September 2010 9.00 - 11.00am • 22 September 2010 3.00 – 5.00pm 	