



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 6 October 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.	Confirm minutes and actions from previous meeting	Project Director
2.	Review of Draft Performance Report	Work Group
3.	Review KPIs	Work Group
4.	Other business	Work Group
5.	Next meeting: TBA	Work Group

## Information Papers:

- Draft Performance Report
- Draft KPIs



File No:

# Financial Reporting and Transparency Working Group **MEETING MINUTES**

<b>Date:</b>	<b>Wednesday 6 October 2010</b>	<b>Time:</b>	<b>3.00pm - 5.00pm</b>
<b>Venue:</b>	<b>Conference Room 1 – Level 8 South Mineral House - 100 Plain Street, East Perth</b>		

**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 Lew Pritchard	General Manager, Resources Safety Division (RSD), 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
Mr David Eyre	Project Manager, Safety Reform, Department of Mines and Petroleum
Ms Jennifer Shelton	Project Manager, Safety Reform. Department of Mines and Petroleum
<b>APOLOGIES:</b>	
Mr Patrick Burke	Group Manager Safety, MacMahon contractors Pty Ltd, Chamber of Minerals and Energy (CME)
Ms Linda Morich	Occupational Health and Safety Officer, Unions WA

<b>ITEM</b>		<b>ACTION</b>
<b>1.</b>	<b>Welcome and Introductions</b>	
	<ul style="list-style-type: none"> <li>The facilitator welcomed the members.</li> <li>The Minutes of the previous meeting were confirmed and accepted.</li> </ul>	
<b>2.</b>	<b>Action of the Previous Minutes</b>	
	<ul style="list-style-type: none"> <li>Action: The Department representative will look at the request for further budget details and bring it back to the next meeting: this item will be discussed during this meeting;</li> <li>Department to review efficiency KPIs and table at the next meeting: an extensive KPI table was distributed with the agenda;</li> </ul>	



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ITEM	ACTION
<ul style="list-style-type: none"> <li>• RSD to add Baseline perception survey details to the draft performance report document: completed;</li> <li>• Project Team to schedule another meeting after the 22 September: meeting scheduled for 6<sup>th</sup> October 2010.</li> </ul>	
<p><b>3. Review Draft Performance Report</b></p>	
<ul style="list-style-type: none"> <li>• The Draft Performance Report with additions from the previous meeting was discussed.</li> <li>• The Draft Performance Report incorporates the feedback from CME and the work on the Project Plan that the Safety Reform team had been working on. The report is still a work in progress.</li> <li>• Comments had been received about the inclusion of the Mines Safety Section, a Petroleum Section and a Dangerous Goods section; the facilitator suggested that the Dangerous Goods Section and the Petroleum section should be deleted until cost recovery models for these have been finalised.</li> <li>• It was noted that the most appropriate time to prepare the document is October as the data for the KPIs usually comes out at the end of September. Whilst this was supported, it was agreed that this is a dynamic document and dates should be reviewed.</li> <li>• It was agreed that a sentence about the budget cycle would be added to part 6 of the Draft Performance Report.</li> <li>• The auditing process of the costing model was explained to the group and pointed out that an audit of the mines safety levy was currently under way. Finance added that there will be a number of different types of audits. Some have been requested and some would be statutory by the Auditor General.</li> <li>• The group agreed that the document would be an annual event.</li> <li>• The results of the Baseline Perceptions Survey on Resources Safety will be included on page 14 when it is available. As comparisons to this table are received they will be included.</li> <li>• CME discussed the fatalities mentioned in the document under section 11 (page 16) <i>Risk Assessment</i>. CME also mentioned a document on Risk Assessment put together by CME, which will be emailed to the members.</li> <li>• There was discussion and a question posed regarding Point 15 under the heading <i>Mines Safety and Inspection Levy</i>: The Department explained that the collection of data was done in May and the collation took place in June. It was suggested that the dates mentioned should be reflected in the report.</li> </ul>	<p>RSD to add a sentence about the chronology of the budget cycle to part 6 of the Draft Performance Report.</p> <p>CME to email CME’s Risk Assessment document to the project team to be distributed to the members of the group.</p> <p>RSD to add details of the first assessment of the Mines Safety levy</p>



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<ul style="list-style-type: none"> <li>• Further clarification was sought under Financial Reporting a segment relating to exemptions and quarterly invoicing process.</li> <li>• It was also agreed that the Report should include a table reflecting data on the additional FTEs under Annual Budget Financial Reporting. This would detail the increase in FTE as per the recruitment drive the Department is currently undertaking.</li> <li>• CME said that on Financial Reporting they were seeking more clarification. Although CME had been notified that no further information would be provided, they would still like more information. Under the Terms of Reference of the Working Group, the current and historical cost of government and delivering on Mine Safety Regulation and budget allocation would be reviewed. Compliance with this condition is to be considered by government.</li> <li>• The Department explained and clarified the expenses table on page 19 of the Report and said that no further break-downs would be provided.</li> <li>• CME sought clarification of the table in the Annual Budget Section 15. The Department clarified most of the points. Footnotes about classifications can be provided in the final Report. AMEC endorsed CME’s comments.</li> </ul>	<p>and details of quarterly invoicing process.</p> <p>RSD to add the new recruitment FTE numbers.</p> <p>Finance to consider appropriate footnotes for the budget items where required.</p>
<p><b>3. • Review KPIs</b></p>	
<ul style="list-style-type: none"> <li>• KPIs would be tabled in section 17 <i>Performance against KPIs</i>, which are still to be completed by Resources Safety. Working Group 1 has some high level KPIs which will be presented to MAP at their October meeting. The Working Group 1 KPIs are around submitting Principal Hazard Management Plans.</li> <li>• The Department advised that the distributed are KPIs designed to help drive the program and check the progress made. There are other KPIs that Group 1 are doing; and there are KPIs in the annual report which the Auditor general wants to see. The KPIs in this document are internally focussed – in fact they are not KPIs, but they are measures of a type. It is expected that they will be useful as an internal measurement tool.</li> <li>• The facilitator asked if the Group endorsed the KPIs presented; it was suggested that they would need refining and linking with the Group 1 KPIs once they are returned to Resources Safety.</li> <li>• CME commented that as an omission in terms of the Performance Indicators was around MIAC. As a legislative body MIAC should be held accountable to delivering outcomes as well. However, The Department advised that this is a MIAC issue and should be taken up with Working Group 3. MAP had already</li> </ul>	



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ITEM	ACTION
<p>agreed that the legislative group would look at MIAC and the issue of the Mines Safety Inspection Levy, and whether there should be a Resource Advisory Committee to include representation from Petroleum Industry.</p> <ul style="list-style-type: none"><li>• CME said the KPIs are a good start; however they would like to see KPIs around the model to ensure efficient and effective management of the funds in the Mines safety account. CME would like to see cost differential between administrative and regulatory services.</li><li>• CME advised that their Safety Executive Officer, had looked at the KPIs and made comments. CME will email these comments to members.</li></ul>	CME to email comments to the group.
<b>4. Next Meeting:</b>	
<b>3 November 2010 3.00pm-5.00pm</b>	