

MINUTES

Mining and Petroleum Competence Board (the Board)

MEETING NO.	2 for 2018	DATE	Tuesday, 22 May 2018
LOCATION	Portside Centre, Level 5, 207 Kent Street, Sydney	TIME	10:00 am to 2:00 pm
CHAIR	Ruth Mackay		
MEMBERS ATTENDING	Leanne Parker - LP (CCAA), Andy Honeysett – AH and Stephen Tranter - ST (CFMEU), Ron Cowdry – RC (AWU), Tony Linnane - TL and Garvin Burns – GB (RR), Rachael Whiting – RW (NSWMC), Peter Standish – PS (Independent)		
OBSERVERS	Andrew Palmer – AP (Manager, Mining Competence Team)		
COORDINATION	Julie Downie - JD (RR)		
APOLOGIES	Greg Shields (NSWMC), Bob Gibbons (Independent), John Flint – JF (RR)		

No.	Item	Status / Actions
1	Introduction	
1.1	Welcome and apologies The Chair welcomed all members and welcomed new members Rachael Whiting, Stephen Tranter, Garvin Burns and Peter Standish. Apologies for Greg Shields, Bob Gibbons and John Flint were noted.	
1.2	Declaration of conflict of interest No conflicts of interest were declared.	
1.3	Acceptance of previous minutes and actions arising (Paper 1)	Previous minutes without amendment were accepted and actions noted.
1.4	Correspondence (Paper 2)	Correspondence noted.
2	For discussion and/or decision	
2.1	Up-date on practising certificate system and MOC scheme (Paper 3) 1. AP spoke to the paper and provided background on the key activities undertaken. Numbers of practising certificates issued from September 2017 are steadily climbing. RR cannot provide a percentage of certificate holders who have obtained practising certificates as database contains all certificate holder records since late 1800s. RR is encouraging people to apply for practising	Update on progress report and implementation of the PCS and MOCS noted. Action: a. JF will send an email to members asking them to consider the suggested disaster incidents from ACIM, and others that members

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	<p>certificates before 31 August for Manager functions and encourages members to request their members to do so. Next group will be announced from 1 June for Deputies and Underground Supervisors. Planned activities for next period were noted.</p> <p>2. Learning from disasters modules for certificates of competence</p> <p>AP advised members that ACIM had been contracted to develop the learning from disaster modules for maintenance of competence and are seeking input from members on suggestions for case studies on mining disasters. Two case studies are to be developed for each of the four sectors. Members are asked to consider the suggested incidents and provide feedback.</p>	<p>may be aware of, and provide feedback for incidents to be included as case studies by 29 May 2018.</p>
2.2	<p>Update on statutory function experience working group (Paper 4)</p> <p>AP spoke to the paper and confirmed that the working group was set up at the request of the Board at its last meeting. The working group met on 21 March to review pre-requisite requirements for certificate of competence candidates. Following the meeting members asked the RR to provide a context for 'supervision' for entry level statutory functions and continuous period of experience and examine what statutory functions could have experience from other classes of mine. The board discussed the summary report and considered the outcomes of the working group.</p> <p>It was noted that the context for supervision was for certificates such as deputies, OCEs and UG supervisors. Members were happy with the context provided.</p> <p>Members discussed the experience pre-requisitions and all considered the information proposed was acceptable. The RR noted that guidance is needed around what experience will be expected.</p> <p>Members noted that consultation was needed and the RR advised they proposed to consult industry on the experience requirements. It was noted that Queensland was currently doing the same in increasing their experience requirements.</p> <p>AH advised that CFMEU would like to see a 'step-up' process where candidates had to hold deputy certificates before Undermanager certificates and then before Manager certificates. See further notes at item 4 other business.</p> <p>AP mentioned that in the competencies project the contractor will be addressing the experience requirement so it might be a good idea to align that work with the experience consultation, which was to be around end October. The board was satisfied with that timeframe.</p>	<p>The Board:</p> <ul style="list-style-type: none"> • Agreed on the experience criteria summarised in table 1 of the summary report. • Agreed on the context for supervision provided in the summary report. • Agreed to not require continuous timeframes for experience. • Agreed that areas of experience should be recommendations, not specific requirements as it is in a number of classes. • Agreed to the proposed inclusion of experience from other classes of mine and industries (or workplaces) for a number of certificates in tables 1 and 2. • Agreed to proposed changes and approach in tables 3 and 4. • Noted that the working group did not provide advice regarding consultation. • Agreed that the Resources Regulator be responsible for consultation. • Agreed that the working group had met its terms of reference. <p>Actions:</p> <p>b. RR will provide at paper with the final agreed information and initial deliverables at the next meeting on 21 August.</p> <p>c. A clean copy of the experience paper will be provided to members by early June.</p>

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	<p>The Board requested a paper be presented back at the next meeting with the final text being put forward for final confirmation against the deliverables identified.</p> <p>LP asked for a clean copy of the proposed experience pre-requisites to be circulated in the next few weeks as she is required to provide some background to CCAA.</p>	
2.3	<p>Appointment of examiners (Paper 5)</p> <p>AP spoke to the paper which is a Brief for the appointment of examiners to panels for 2018. AP outlined the process for new members and confirmed that expressions of interest had been called.</p> <p>LP raised concerns over all appointments expiring at the same time. General discussion ensued and it was agreed that the RR would look at having a group of panel members that could be called upon when needed. Members asked that the RR come back to the next meeting with a proposal on that concept and how to deal with expiry dates.</p> <p>Members agreed that this group of examiners would be appointed for a two-year term.</p>	<p>Action:</p> <p>d. The RR will look at the appointment of examiner process, in regarding to having a group of examiners for each certificate, and the issue of expiry dates, and provide a paper at the next meeting on 21 August.</p> <p>Members noted the paper and recommended the appointment of all examiners with an expiry date of August 2020.</p>
2.4	<p>Procurement of consultants for competencies</p> <p>AP provided a verbal update on the procurement for consultants for competencies project, complimented with supporting documentation presented. He advised that the RR had met with Chandler & Macleod to discuss deliverables and indicative project timelines. AP advised new members that the outcome of the project was to identify competencies from statutory function descriptions, do a gap analysis and then compare to current pre-requisites.</p> <p>AP outlined the proposed approach of forming focus groups and conducting interviews with identified stakeholders.</p> <p>GB suggested a single open workshop do discuss core functions, then splitting into mining, mechanical and electrical may be a worthwhile approach.</p>	<p>Agreed with the proposed approach of the Resources Regulator and the contractor regarding focus groups and interviews.</p>
2.5	<p>Annual report on examinations (Paper 6)</p> <p>AP spoke to the annual report which was prepared from convenor examination reports from 2016 and 2017. It was noted, however, that not all panels prepared or published reports.</p> <p>LP asked that all panels prepare reports and also said there needs to be more consistency over all panels, including briefing sessions and feedback. The RR agreed and will ensure that all panels provide reports and that they are published.</p>	<p>Actions:</p> <p>e. The Resources Regulator will ensure that all panels complete summary reports and all reports are published on the website.</p> <p>f. The Resources Regulator will develop a strategy to identify any issues that may be required to address the recurring theme of low pass marks in examinations.</p>

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	Chair RM raised concerns regarding the poor standard of results. Members asked for the RR to consider a strategy to address this, what improvements can be made and how this is to be communicated. The suggestion of whether there be workshops or sessions with convenors to address why the themes for results are recurring.	g. AP to organise meeting of convenors with GB to assist with developing strategy and consistency of processes.
2.6	Abolishment of requirements for first aid certificate Members discussed this paper and felt that as emergency management / preparedness was a pre-requisite, the need for a first aid certificate to apply for a certificate of competence was not required.	The Board agreed to abolish the requirement for a first aid certificate for examinations from 2019.
3	Business for noting	
3.1	Remaining function descriptions for approval (Paper 8) The two remaining function descriptions for Ventilation auditors in underground coal mines, and dust explosion control measures auditors were reviewed by members and noted.	The Board confirmed endorsement of the two remaining function role descriptions.
3.2	Update on RII package and Industry Reference Committees AP provided a verbal update on the RII package, the work of the Industry Reference Committees being carried out and its proposed timeframe. He referred to the revised RII Industry Skills Forecast for 2018-2022.	Noted. Members can receive information from PWC Skills for Australia as the RII Skills Service Organisation by registering at their website.
3.3	Progress on implementing the Board's plans to 2020 (Paper 9) AP spoke to the paper and provided an update of key activities being undertaken and progress of existing work.	Noted.
3.4	Outcomes of AMCAC meeting on 15 May 2018 AP provided some background of AMCAC for new members in that it was a tripartite representative Council, which drives consistency in competency standards for jurisdictions regarding statutory functions. An update of the meeting was provided to members.	Noted.
3.5	Outcome of examination panel member 1-day assessment workshop (Paper 10) AP spoke to the paper and confirmed that the examiner training workshops were to ensure consistency and quality between examination panels. Members noted the outcomes of the workshops and the recommendations.	The Board endorsed the recommendations from the outcomes of the assessment workshops: a) further examiner training on at least an annual basis b) Regulator further refining its examination processes so results are issued in a timely manner.

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	<p>The RR advised that it is going to commission a review of the examination process and look at other practices for assessments of competence for statutory functions. Findings from the review will be shared with the Board at a later date.</p> <p>The RR also indicated that a database for managing its work was being developed, with one element being an authenticated user account to allow online access. Further information will be available on that project at a later date.</p>	
4	Other Business	
4.1	<p>Recognising mechanical tradesperson qualification</p> <p>AP raised a recent issue where a person had a Queensland trade certificate and whether it was equivalent to a mechanical trade proficiency certificate referred to in Schedule 10, clause 15 of the WHSMP Regulation. The RR noted that it had not gazetted equivalent qualifications pursuant to Schedule 10, Clause 2(c).</p> <p>LP and GB believe it is a requirement of the mine operator that the employee can do the job at their site. Members agreed it was difficult to compare trade certificates from other RTOs in different states.</p> <p>The RR advised that it will investigate this matter and advise at the next board meeting.</p>	<p>Action:</p> <p>h. The RR will investigate this issue further and provide an update at the next Board meeting on 21 August.</p>
4.2	<p>AH from CFMEU raised their letter of 29 March where they wrote to the Board requesting a stepped approach for certificates of competencies be introduced, in keeping with other high-risk industries.</p>	<p>Action:</p> <p>i. The RR will prepare a paper with its position or options for the next Board meeting on 21 August.</p>
4.3	<p>Next meeting: 21 August 2018, from 10:00 am to 2:00 pm, at CFMEU, Nymboida House, Boardroom, Level 11, 215 Clarence Street, Sydney.</p>	
5.	<p>Close</p> <p>The Chair thanked members for attending and closed the meeting at 2:20 pm.</p>	

Actions arising from 22 May 2018, MPCB meeting

Item	Action	Current Status
2.1	Update on practising certificate system and MOC scheme (Paper 3)	
	a. JF will send an email to members asking them to consider the suggested disaster incidents from ACIM, and others that members may be aware of, and provide feedback for incidents to be included as case studies by 29 May 2018.	Completed.
2.2	Update on statutory function experience working group (Paper 4)	
	b. The RR will provide at paper with the final agreed information and initial deliverables at the next meeting on 21 August.	Due by next board meeting on 21 August.
	c. A clean copy of the experience paper will be provided to members by early June.	Completed.
2.3	Appointment of examiners (Paper 5)	
	d. The RR will look at the appointment of examiner process, in regarding to having a group of panel members, and the issue of expiry dates, and provide a paper at the next meeting on 21 August.	Due by next board meeting on 21 August.
2.5	Annual report on examinations (Paper 6)	
	e. The Resources Regulator will ensure that all panels complete summary reports and all reports are published on the website.	Ongoing.
	f. The Resources Regulator will develop a strategy to identify any issues that may be required to address the recurring theme of low pass marks in examinations.	
	g. AP to organise meeting of convenors with GB to assist with developing strategy and consistency of processes.	
4.1	Recognising mechanical tradesperson qualification	
	h. The RR will investigate this issue further and provide an update at the next Board meeting on 21 August.	Due by next board meeting on 21 August.
4.2	CFMEU correspondence	
	CFMEU wrote to the Chair requesting the inclusion of a stepped approach for certificates of competencies.	Due by next board meeting on 21 August.
	i. The RR will prepare a paper with its position or options on this matter for the next Board meeting on 21 August.	