

Minutes

MEETING	Mining Competence Board		
MEETING NO.	1 for 2014	DATE	13 October 2014
LOCATION	Clarence Room - MLC Centre	TIME	10:30am – 1:00pm
ATTENDEES	Bryan Davis (Chairman), Mick Cairney (NSWMC), Nickolas Strong (NSWMC), Andy Honeysett (CFMEU), Keith Shaw (CFMEU), Leanne Parker (CCAA), Glenn Seton (AWU), Jenny Nash (NSW T&I), Tony Linnane (NSW T&I)	APOLOGIES	Rob Regan (NSW T&I)
PREPARED BY	John Flint		

Welcome and preliminary business

Action		Status
1.1	The Chairman welcomed members to the first meeting of the Mining Competence Board and members introduced themselves.	
1.2	The Chairman asked members if they had a conflict of interest to declare. No declarations were made.	No conflicts of interest declared.
1.3	<p>The Chairman referred to Attachment 1 being correspondence from the Minister for Resources and Energy Roberts to the Chairman.</p> <p>The letter outlines the issues he wishes the board to consider when developing a five year plan and a governance framework.</p> <p>Specific issues for an implementation strategy for relevant matters for statutory positions for consideration include competencies for site check inspectors, emergency response, Associated Non-Technical Skills (ANTS), maintenance of competence and the delivery of training by Registered Training Organisations (RTO's). The Minister also requested the Board establish formal engagement with other committees such as the Mine Safety Advisory Council (MSAC).</p> <p>Members discussed the contents of the letter and agreed that a five year plan should be developed when the independent members are appointed. Members also discussed opportunities that can be taken from the work done by the previous Coal Competence Board and the Metal Mines and Extractives Industry (METEX) Competence Board on many of the above issues. Members agreed that a summary of previous work would be useful.</p>	<p>Correspondence noted.</p> <p>Five year plan to be developed.</p>

This meeting

Item	Issue	Action
2.	<p>2.1 – Governance framework</p> <p>The Chairman discussed Attachment 2 of the agenda papers being the Code of Conduct for boards and committees and a draft Charter for the Mining Competence Board. The Code of Conduct was noted and accepted by members.</p> <p>The draft Charter was discussed and members wished for a proposal to amend the criteria for a quorum as they agreed a simple majority is <u>not</u> appropriate. Members indicated that representation from the employers, union and the department was also required to make a quorum. Members also requested that a formal engagement process with MSAC be included in the Charter.</p> <p>2.2 – MSAC update</p> <p>The Chairman welcomed the MSAC Chairman, the Hon. John Hannaford, and requested he update the members on MSAC work. Mr Hannaford referred to attachment 3 of the papers and tabled a letter he wrote to Bryan Davis dated 18 November 2013 regarding the importance of ANTS. Mr Hannaford indicated that the MSAC website had a lot of information on ANTS that has been developed over the last few years that may be useful to the Board.</p> <p>Members discussed MSAC work and the need for workers to be empowered to have respectful communication upwards on Work Health and Safety (WHS) issues. Member agreed ANTS is a long standing issue and that the Board does need to consider how they can be embedded into the industry. Members thought there was a role for the Board to have dialogue with Universities and training providers on embedding ANTS. Members thought the Board could make its expectations clear on this issue.</p> <p>Members also discussed other work such as the Culture project that is directly related to ANTS and the work that has been undertaken in the coordination of emergency response and the development of a Sub-Plan under the State Emergency Plan that will integrate Mines Inspectors and operators into emergency management teams if the Sub Plan is implemented. Members noted that in Underground Coal the brigades men have a role through Coal Services, however in the METEX sectors skill sets for emergency management may need to be examined. Members agreed that competencies in emergency management for statutory positions should be examined.</p> <p>The Chairman thanked Mr Hannaford for his update and discussions on MSAC activities.</p>	<p>Code of Conduct accepted.</p> <p>The Secretariat to propose a new criteria for a quorum and include a formal engagement process with MSAC.</p> <p>Members noted Attachment 3 and the letter from the MSAC Chairman.</p> <p>Members agreed there is a role for the Board in embedding ANTS into competencies of Statutory Positions.</p> <p>Members noted the developments in emergency management and the need to examine competencies in this area.</p>

Item	Issue	Action
3.	<p>Status Report</p> <p>The Chairman drew members' attention to Attachment 4 of the agenda papers regarding the status of proposed eligibility criteria and rules to hold a certificate of competence. The Chairman requested Tony Linnane outline the issues from the information provided in appendices A-F of the paper.</p> <p>Tony Linnane indicated the papers discussed the qualifications, particular elements of competency and experience required. The papers also discussed consistency of assessment. At the time the department was seeking comment on its proposals. The feedback and comment was largely supportive of the department's proposals.</p> <p>Members discussed whether there was clarity around what was expected of applicants to hold a Certificate of Competence and the framework. Mr Linnane indicated a framework should include (not limited to);</p> <ul style="list-style-type: none"> • why a statutory position exists • what are the functions and responsibilities • qualifications and experience that match • how competency is assessed including an assessment benchmark and the qualifications and experience of assessors • how competency is maintained (including the introduction of practicing certificates in the new legislation) <p>It was noted that since the initial work was done issues in the industry have moved on (emergency management, ANTS, contractors).</p> <p>Members agreed for the statutory positions there needs to be transparent and explicit framework and that benchmarks should be set for positions.</p> <p>A strategic review that included a gap analysis of what is currently occurring and the benchmark competencies would inform a five year plan. There may be functions that may need to statutory position (longwall coordinator) that are not currently statutory positions.</p> <p>Members agreed the need for a status Briefing report to be prepared by the department for its review at its next meeting.</p>	<p>Attachment 4 with its appendices was noted.</p> <p>The department to prepare draft:</p> <ul style="list-style-type: none"> • A framework for statutory positions that is clear and explicit. • Statutory Position role and benchmarks expected for the required competencies. <p>Department to prepare a status Briefing for Board member information at its next meeting.</p>
4.	<p>Other Business</p> <p>Appointment of independent members was discussed and noted that a process is being implemented. Members agreed it be recommended to the Minister that 2 independent members be appointed to the Board rather than 4.</p> <p>It was suggested that the board may also wish to meet with the examination panels.</p> <p>The Chairman agreed he should attend the next MISAC meeting in Dubbo on 12 November 2014.</p> <p>The next meeting date is to be determined.</p>	<p>Chairman to attend next MISAC meeting in Dubbo on 12 November 2014.</p> <p>Next meeting to be determined.</p>