



Tasmania

ACCRUAL BUDGET AND FINANCIAL MANAGEMENT PROJECT

**STEERING COMMITTEE
MEETING OUTCOMES**

Meeting No 11
29 March 2001

Department of Treasury
and Finance

Accrual Budget and Financial Management Project

Steering Committee Meeting No 11

11.00 am –12.00 pm Thursday, 29 March 2001

First Floor Conference Room

Department of Treasury and Finance

Agenda

1. Apologies
2. Minutes of the Previous Meeting
3. Actions Arising
4. Project Manager's Report
5. Quality Assurance Report
6. Project Documentation
 - 6.1. Accrual Budgeting and the Contemporary Financial Management Framework – Concepts Document
 - 6.2. Outcome Realisation Plan
7. Communication
 - 7.1. Communications Strategy
 - 7.2. Education Program
 - 7.3. ABFM Internet Site
 - 7.4. ABFM Email Bulletin
8. Other Business
9. Next Meeting: 26 April 2001

Present

Steering Committee Members	Position
Mr Philip Mussared	Deputy Secretary, Budget and Finance Division, Department of Treasury and Finance (Chairman)
Mr Stephen Gregory	Director, Budget Management Branch, Department of Treasury and Finance
Mr David Hudson	General Manager, Corporate Services, Department Infrastructure, Energy and Resources
Mr Brian Smith	Manager, Financial Services, Department of Education

Advisers

Mr Jeff Reeve, Project Manager	Assistant Director, Budget Management Branch, Department of Treasury and Finance
Ms Maria Skillern	Project and Quality Management Adviser, eService Group, Department of Premier and Cabinet

Apologies

Mr Tony Ferrall	Director, Finance and Facilities, Department of Health and Human Services
Mr Peter Williams	Director, Government Accounting and Finance Branch, Department of Treasury and Finance

Meeting Outcomes

The Steering Committee:

2. • endorsed the Minutes of the previous meeting held on 22 February 2001;
3. • noted the status of the Actions Arising as at 29 March 2001 and confirmed that agency representatives should be invited to participate on the Accrual Budget Presentation Working Group and to provide input into the draft of the accrual Budget chapter. It was suggested that, in the first instance, Brian Smith, David Hudson and Tony Ferrall be asked to participate on the Working Group;
4. • noted the Project Manager's Report which included a revised ABFM Project Budget for 2000-01;
5. • noted the fifth ABFM Project and Quality Management Advisory Reports prepared by Ms Maria Skillern;
 - noted that the Project Team is currently preparing a Project Execution Plan (PEP) which is an expansion of the Project Business Plan to specify the operational management procedures and control plans to be used by the Project Team;

- agreed that the Project Execution Plan (PEP) is to be approved by the Project Sponsor and will not be provided to the Steering Committee as it is focused on operational information in regard to Project Team activities;
- 6.1. • noted that the Contemporary Financial Management Framework document has been drafted and is to be circulated to key stakeholders within Treasury for comment prior to being submitted to the Steering Committee for noting;
 - 6.2. • noted that the Outcome Realisation Plan (ORP) will be provided to the Steering Committee for approval once it has been reviewed by the Business Owners;
 - 7.1. • noted that the revised ABFM Project Communications Strategy will be tabled at the next meeting of the Steering Committee;
 - noted that the Project Communications Strategy may be used as a ‘best practice’ example by eService Group;
 - 7.2. • noted the new milestone of August 2001 as the proposed commencement date for an education and training program;
 - noted that the education and training program will be discussed at the April 2001 Finance Manager’s Forum and the next Agency Reference Group meeting;
 - emphasised the need to ensure non-finance staff are recognised in the scope of the education program;
 - 7.3. • noted the changes that have been made to the ABFM Internet site since the previous meeting of the Steering Committee;
 - requested the Project Team to investigate the possibility of monitoring the number of hits on the ABFM Internet site;
 - 7.4. • noted that the sixth edition of the ABFM Email Bulletin was distributed on 8 March 2001 and that the Project Team will prepare edition seven for release in April 2001;
 - requested the next edition of the ABFM Email Bulletin contain a summary of key messages from the report entitled *Beyond Bean Counting 2000 – A Benchmark of Effective Financial Management in the Australian Public Sector*;
 - requested that an overview be provided of the audience of the ABFM Email Bulletin;
 - 8.1. • noted that the next Agency Reference Group meeting will be held in late May following the handing down of the Budget;
 - items to be raised at the meeting include:
 - post implementation review of Phase 1 of the ABFM Project;
 - a review of reforms to be progressed in Phase 2;

- 8.2. • noted that a meeting is to be scheduled in May 2001 between Treasury and key agencies to establish a coordinated position with regard to responding to questions about the accrual Budget chapter;
- 8.3. • noted that the Project Team will circulate Project documents and related material from other jurisdictions to key stakeholders within Treasury and to members of the Steering Committee; and
9. • noted that the next meeting of the Steering Committee will be held on Thursday, 26 April 2001.