



Tasmania

**ACCRUAL BUDGET AND FINANCIAL
MANAGEMENT PROJECT**

**STEERING COMMITTEE
MINUTES**

Meeting No 20
2 September 2002

*Department of Treasury
and Finance*

Accrual Budget and Financial Management Project

Steering Committee Meeting No 20

2.00 p.m. Monday, 2 September 2002

Murray Room

Department of Treasury and Finance

Agenda

1. Apologies
2. Minutes of the Previous Meeting
3. Actions Arising
4. Accrual Budgeting Framework
5. Project Manager's Report
6. Review of Phase 2
7. Business Plan – Phase 3
8. Quality Assurance Report
9. Business Support Systems
10. Education Program
11. Communication
12. Other Business
13. Next Meeting

Agenda Item 1 – Apologies

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 Brian Smith	Director Corporate Services, Department of Justice and Industrial Relations (Items 5 –13)
Ms Dianne Smith	Acting Director, Finance and Facilities, Department of Health and Human Services

Advisers

Mr Jeff Reeve	Assistant Director, Budget Management Branch, Department of Treasury and Finance
Mr Andrew Doyle	Project and Quality Management Adviser, Inter Agency Policy and Projects Unit, Department of Premier and Cabinet

1. Apologies

Mr David Hudson	General Manager, Corporate Services, Department of Infrastructure, Energy and Resources
Mr Peter Williams	Director, Government Finance and Accounting Branch, Department of Treasury and Finance

Meeting Outcomes

The Steering Committee:

2. • endorsed the Minutes of the previous meeting held on 15 March 2002;
3. • noted the status of the Actions Arising as at 2 September 2002;
4. • noted that the Treasurer approved the detailed Accrual Budgeting Framework on 6 August 2002, for implementation in the 2003-04 Budget and beyond;
 - agreed to distribute the Framework to Steering Committee members;
5. • noted the Project Manager's Report;
 - noted that Phase 2 milestones have been completed apart from finalising the report on the review of the Outputs Methodology, reviewing administered and controlled classifications and undertaking education and training, all of which have been moved to Phase 3;

- noted that the ABFM Budget and risk management strategy for Phase 3 are outlined in the draft Business Plan for Phase 3 (Version 5.0), which is listed for consideration at Agenda Item 7;
 - noted the strategies to address the risk of enhancements to BMFRS not being completed prior to the commencement of the 2003-04 Budget development process;
 - noted that the milestone for the review of administered and controlled classifications is to be split into a preliminary review to be completed by 30 November 2002 and a more detailed review to be completed by 30 June 2003;
6.
 - reviewed the status of the Project as outlined in the paper *Review of Phase 2*, which included a review of Phase 2 outputs, scope, objectives, risks, and project management methodology
 - approved the completion of Phase 2 of the ABFM project;
 - approved the commencement of Phase 3 (subject to amendments to the draft Business Plan for Phase 3 (Version 5.0));
 - requested that the review of Treasury Financial Reporting System (TFRS) mandatory data requirements be clearly identified as an output in the Business Plan;
 7.
 - deferred approval of the draft Business Plan for Phase 3 (Version 5.0) pending revisions to address the Actions under Agenda Items 5 and 6. It was noted that the Business Plan would be updated with regard to the items noted in Agenda Item 5 and Agenda Item 6, and re-submitted at the next Steering Committee meeting for approval on 7 October 2002;
 8.
 - noted the thirteenth Quality Review Report and that changes to the Business Plan, as identified at Agenda Items 6 and 7 would address the issues contained in the report;
 9.
 - noted the strategy adopted for the implementation of enhancements to BMFRS for the management of accrual Budget data and the production of accrual Budget information for the 2003-04 Budget Papers;
 - noted that 2003-04 pre-Budget Reports to Budget Committee will not include accrual Budget information;
 - noted that the implications of 2003-04 pre-Budget Reports to Budget Committee not including accrual Budget information would have a minimal impact, as it is expected that Budget Committee will continue to focus on Consolidated Fund initiatives on a cash basis;
 10.
 - noted that Treasury has engaged KPMG to undertake a survey of agencies to identify education and training requirements for accrual budgeting and financial management and to obtain information relating to classifications, turnover, vacancies, recruitment of graduates and practices on the payment

of professional and related fees;

- noted that the Education and Training Working Group will prepare a report, summarising the results of the survey;
11. • noted the information provided on communication. The Steering Committee requested that the Communication Strategy be developed in accordance with the Treasury Communication Strategy approved by the Treasury Corporate Management Group (CMG);
 12. • noted that functional specifications for enhancements to BMFRS would be completed by mid September; and
 13. • noted that the next meeting would be held on 7 October 2002.