



Tasmania

ACCRUAL BUDGET AND FINANCIAL MANAGEMENT PROJECT

**STEERING COMMITTEE
MEETING OUTCOMES**

Meeting No 23
19 December 2002

*Department of Treasury
and Finance*

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 Craig Jeffery	Director, Government Finance and Accounting Branch, Department of Treasury and Finance
Mr Brian Smith	Director, Corporate Services, Department of Justice and Industrial Relations
Ms Dianne Smith	Deputy Director, Finance and Facilities, Department of Health and Human Services
Mr David Hudson	General Manager, Corporate Services, Department of Infrastructure, Energy and Resources
Mr Peter Williams	Director, Special Projects Unit, Department of Treasury and Finance

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

Apologies

There were no apologies.

Accrual Budget and Financial Management Project

Steering Committee Meeting No 23

2.00 p.m. Thursday, 19 December 2002

Murray Room

Department of Treasury and Finance

Agenda

1. Apologies
2. Minutes of the Previous Meeting
3. Actions Arising
4. Project Manager's Report
5. Outcome Realisation Plan
6. Quality Review Report
7. Education and Training
8. Communication
9. Other Business
10. Next Meeting – 7 February 2003

Agenda Item 2 – Minutes of the Previous Meeting

The Steering Committee noted that due to the cancellation of the meeting scheduled for 12 November 2002, the following items that were listed on the agenda were dealt with out-of-session:

- the Minutes of the previous meeting, held on 7 October 2002 (endorsed by all Steering Committee members);
- amendments to the Terms of Reference for the Education and Training Working Group (endorsed by all Steering Committee members); and
- the Outcome Realisation Plan (approved by all Steering Committee members subject to amendments to the performance measures and baseline measures – see Agenda Item 5 below).

Agenda Item 3 – Actions Arising

The Steering Committee noted the status of the Actions Arising as at 19 December 2002. All actions have been addressed.

Agenda Item 4 – Project Manager’s Report

The Steering Committee noted the Project Manager’s Report and that:

- the revised Budget Management Guidelines will be made available to agencies for comment prior to submission to Budget Committee on 3 February 2003;
- the milestones in relation to the development of the education and training program have been revised, with a new completion date of 30 June 2003; and
- a number of project risks have been downgraded due to the completion of;
 - enhancements to BMFRS;
 - the Accrual Budgeting Guidelines; and
 - a training program on BMS for Treasury Budget Analysts and agency budget officers.

Action Budget Management Guidelines to be provided to agencies for comment prior to submission to Budget Committee on 3 February 2003.

Agenda Item 5 – ABFM Outcome Realisation Plan

The Steering Committee approved the revised performance measures and baseline measures for inclusion in the ABFM Project Outcome Realisation Plan subject to the inclusion of review dates for establishing the baseline and measuring performance.

Action Include review dates for establishing the baseline and measuring achievement of the performance measures to accompany the

performance measures and baseline tables in the Outcome Realisation Plan.

Agenda Item 6 – Quality Review Report

The Steering Committee noted the fifteenth Quality Review Report and that no quality issues were raised in the report.

Agenda Item 7 – Education and Training

The Steering Committee noted that;

- the education and training program, endorsed by the Business Owners, has been provided to Treasury Budget Analysts and agency budget officers;
- that feedback will be sought from agencies on BMS training and Accrual Budget Preparation training; and
- results of agency feedback will be evaluated and follow up action taken, and reported to the Steering Committee.

Actions Results of agency feedback on training to agencies and details of follow up action be provided to the Steering Committee.

Agenda Item 8 – Communication

The Steering Committee:

- noted the draft Accrual Budgeting Framework Brochure and the draft Readers Guide to the Budget
- agreed Steering Committee members would provide comments to the Project Manager out-of-session;
- noted that the presentation to Budget Committee on the Accrual Budgeting Framework has been moved from 9 December 2002 to 3 February 2003 at the Treasurer's request;
- noted that draft presentations to be undertaken between January 2003 and May of 2003 are currently being prepared for all stakeholders;
- noted significant communication had occurred in November and December 2003, through training , systems documentation and the Accrual Budgeting Guidelines; and
- agreed a high level of communication should be maintained with agencies in January 2003 to assist in the entry of data into BMS.

Agenda Item 9 – Other Business

The Steering Committee noted that this was Peter Williams' final Steering Committee meeting and thanked him for his valuable contribution to accrual budgeting

implementation both as a member of the Steering Committee and as a Business Owner.

Agenda Item 10 – Next Meeting

The Steering Committee noted that the next meeting would be held on 7 February 2003.

ABFM Project Steering Committee – Outstanding Action List

Action	Details	Status
Meeting of 19 December 2003		
32-02	Budget Management Guidelines to be provided to agencies for comment prior to submission to Budget Committee on 3 February 2003.	
23-02	Include review dates for establishing the baseline and measuring achievement of the performance measures to accompany the performance measures and baseline tables in the Outcome Realisation Plan.	
23-02	Results of agency feedback on training to agencies and details of follow up action be provided to the Steering Committee.	