

## MINUTES

<b>Meeting</b>	<b>Mine Safety Advisory Council</b>				
<b>Meeting No.</b>	2 of 2018	<b>Date</b>	Tuesday, 5 June 2018	<b>Time</b>	10:00 – 2:00
<b>Location</b>	Southern Mine Rescue Station, 558 Princes Highway, Woonona				
<b>Members</b>	Mr Carl Scully (Chair), Mr Peter Jordan (CFMEU), Mr Andy Honeysett (CFMEU), Mr Chris Dolden (CCAA), Mr Ian Cribb (NSWMC), Mr Rob Cunningham (NSWMC), Mr Anthony Keon (Regulator, alternate Lee Shearer), Mr Tony Cartwright (Independent)				
<b>Observers</b>	Ms Lucy Flemming (Coal Services), Mr Bruce Grimshaw (Coal Services), Mr James Barben (NSWMC), Mr Garvin Burns (Regulator), Ms Melanie Brown (Regulator), Ms Monique Andrew (CCAA), Mr Nate Henderson (CCAA), Mr Tony Linnane (Regulator), Mr Steve Tonegato (Coal Services)				
<b>Coordination</b>	Mr John Flint, Ms Julie Downie				
<b>Apologies</b>	Ms Lee Shearer (Regulator), Mr Brock Skelton (AWU), Ms Julie Armour (Independent)				

Item	Issue	Actions
<b>1</b>	<b>INTRODUCTION</b>	
1.1	<p><b>Welcome and Apologies</b></p> <ul style="list-style-type: none"> <li>The Chair opened the meeting at 10:07 am and thanked everyone for their attendance.</li> <li>The Chair thanked Coal Services for hosting the meeting and welcomed Steve Tonegato as an observer.</li> <li>The Chair welcomed new independent member Tony Cartwright.</li> <li>Apologies were noted from Ms Shearer, Mr Skelton and Ms Armour.</li> </ul>	
1.2	<p><b>Declaration of Conflict of Interest</b></p> <ul style="list-style-type: none"> <li>The Chair requested members declare any conflicts of interest.</li> <li>No conflicts of interest were declared.</li> </ul>	
1.3	<p><b>Acceptance of Previous Minutes</b> (Paper 1)</p> <ul style="list-style-type: none"> <li>The minutes of the last meeting on 7 December 2017 were endorsed.</li> <li>The status of actions arising from last meeting's minutes was noted.</li> </ul>	

Item	Issue	Actions
1.4	<p><b>Correspondence</b> (Paper 2)</p> <ul style="list-style-type: none"> <li>Members noted the incoming correspondence.</li> </ul>	
<b>2</b>	<b>FOR DISCUSSION AND/OR DECISION</b>	
2.1	<p><b>Regulatory Quarterly Report</b> (Paper 3)</p> <ul style="list-style-type: none"> <li>Mr Keon provided an overview of the January to March 2018 quarterly report and explained that the breakdown by sector profiles. He advised that this is the framework for reporting going forward. Mr Keon advised if members had any feedback he would be happy to receive it.</li> <li>Mr Keon also gave members an update on the Regulator's recent state-wide compliance blitz. He advised that 80 inspectors and regulatory offices visited 109 mine and petroleum sites and overall standards were being upheld by operators. Whilst there was a small number of operators falling short of their obligations, this was being addressed by enforcement action.</li> <li>Members noted the report.</li> </ul>	
2.2	<p><b>Mine Safety Levy Review</b> (Paper 4)</p> <ul style="list-style-type: none"> <li>Ms Brown spoke to the paper and advised that the tracking sheet will be updated and provided to members at each meeting. It was noted that in future the budget process will include increased consultation and a two-year forward estimate.</li> <li>Mr Keon tabled a letter to the Chair Mr Scully outlining the Levy and mine safety budget for the next financial year.</li> <li>Members noted the report and that the Department will report on further progress at the next meeting.</li> </ul>	<ul style="list-style-type: none"> <li>a. A copy of the letter sent to the Chair regarding the Mine Safety Levy for the 2018/2019 financial year will be circulated to members.</li> <li>b. An update of the implementation will be provided at the September meeting.</li> </ul>
2.3	<p><b>Update on recent Targeted Assessment Programs</b> (Paper 5)</p> <ul style="list-style-type: none"> <li>Mr Burns presented the outcomes from the recent targeted assessment programs (TAPs) undertaken by the Regulator on diesel exhaust emissions, emergency management and roads and vehicle operations.</li> <li>Members participated in general discussion around the outcomes and noted that ongoing challenges remain.</li> <li>Members noted the presentation and the Chair thanked Mr Burns for his extensive update.</li> </ul>	

Item	Issue	Actions
2.4	<p><b>Airborne Contaminants</b> (Paper 6)</p> <p><u>Information booklet for non-coal workers on crystalline silica:</u></p> <ul style="list-style-type: none"> <li>Ms Brown confirmed that this document had now been finalised following feedback from members. Members advised that they were happy with the final document. She thanked members for all their work in finalising the document.</li> <li>Members endorsed it and supported the document for publication as a booklet by the Regulator.</li> </ul> <p><u>Airborne contaminants principal hazard management plan guide:</u></p> <ul style="list-style-type: none"> <li>Ms Brown provided background on the document and noted that it had now been finalised following feedback from members.</li> <li>Members saw this Guide as a great outcome as industry now has something to use.</li> <li>The Chair noted that this was the last of the work being considered by the dust sub-committee. Members agreed that the work is concluded and will not meeting again unless needed. The Chair thanked all members for their work.</li> <li>Members endorsed it and supported the document being published as a Guide by the Regulator.</li> </ul>	<p>c. The department will publish the booklet in hard copy and a copy on its web site.</p> <p>d. The department to publish the document on its web site and circulate to the industry via mine safety news</p>
2.5	<p><b>Learning from disasters</b> (Paper 7)</p> <ul style="list-style-type: none"> <li>Ms Brown spoke to the paper and the work done by the learning from disasters working group. It was noted that all members of the working group felt that the current risk based legislative framework was adequate, however, further guidance in some areas and updated guidance would be better for industry.</li> <li>Members agreed with the recommendations that the Regulator will review the work being done by Queensland, develop guidance regarding dedicated ventilation officers and gas management and drainage, and will revise current guidance on emergency management, sealing of mines and fires.</li> <li>Members agreed that the working group had met its terms of reference.</li> </ul>	<p>e. Members noted the paper and agreed with the recommendations to the Regulator.</p>

Item	Issue	Actions
2.6	<p><b>Multi-media safety campaign</b> (Paper 8)</p> <ul style="list-style-type: none"> <li>Mr Keon spoke to the paper and advised that industry engagement was one of the Regulator's priorities and that it was seeking to undertake a multi-media education and awareness campaign.</li> <li>He sought input from members as to what might be good messages to get out to industry that the campaign could focus on.</li> <li>Members discussed options and felt that the areas of airborne contaminants, mental health and fatigue were important issues.</li> <li>All members agreed that the target audience must be workers and their families. Members also agreed that each region may require different messages.</li> <li>It was agreed that Mel Brown would lead the program and members will nominate people to be involved in the development of a program.</li> </ul>	<p>f. The Regulator to further develop a proposal for a multi-media campaign with input from members.</p> <p>g. Mel Brown to seek nominations from members to participate</p>
<b>3</b>	<b>FOR DISCUSSION AND/OR DECISION</b>	
3.1	<p><u>NSW Minerals Council HSEC Conference</u></p> <ul style="list-style-type: none"> <li>Mr Barben confirmed that the NSW Minerals Council had sought sponsorship from the Regulator and MSAC for its annual HSEC Conference.</li> <li>Members noted that the Regulator was sponsoring two safety streams at the seminar – one in the name of the Regulator and the other on behalf of MSAC.</li> </ul> <p><u>CCAA sponsorship</u></p> <ul style="list-style-type: none"> <li>Members noted that the Resources Regulator (on behalf of MSAC) had agreed to sponsor the CCAA awards event on 10 August.</li> </ul>	
<b>4</b>	<b>Other Business</b>	
4.1	<p><b>Resources Regulator functional realignment</b></p> <ul style="list-style-type: none"> <li>Mr Keon gave members an overview of the recent functional review changes and provided details of the new organisational structure. He noted that this information was being circulated to all members.</li> </ul>	

Item	Issue	Actions
4.2	<p><b>MSAC moving forward</b></p> <ul style="list-style-type: none"> <li>Mr Cunningham asked that as the outcomes from the round table on dust had been completed, what was the next focus of MSAC? He questioned whether human factors should be a focus.</li> <li>Members agreed that it was a good time for a broader discussion on what MSAC could look at going forward.</li> <li>Members requested that a paper for discussion be prepared for the next meeting with members to provide topics on what they consider should be a focus for MSAC. Members will provide their input to the Secretariat by 15 August 2018 to enable a paper to be prepared for discussion at the September meeting.</li> </ul> <p><b>September MSAC Meeting</b></p>	<p>h. Members to provide ideas of topics for discussion. Ideas to be provided to the Secretariat by 15 August 2018.</p> <p>i. The Secretariat will prepare a paper for discussion by members at the September meeting.</p>
4.3	<p><b>September MSAC Meeting</b></p> <ul style="list-style-type: none"> <li>Meeting to be held at CFMEU, Aberdare, on 6 September 2018.</li> </ul>	
<b>5</b>	<b>Close of meeting</b>	
5.1	The Chair thanked members for attending and closed the meeting at 1:45 pm.	

## MSAC Actions Schedule

### Actions from 5 June 2018 Meeting

No.	Action	Status
<b>2.2 Mine Safety Levy Review (Paper 4)</b>		
a.	A copy of the letter sent to the Chair regarding the Mine Safety Levy for the 2018/2019 financial year will be circulated to members.	Completed.
b.	An update of the implementation will be provided at the September meeting.	Due at September meeting.
<b>2.4 Airborne Contaminants (Paper 6)</b>		
<u>Information Booklet</u>		
c.	The Department will publish the booklet in hard copy and a copy on its website.	With internal communications team.
<u>Airborne Contaminants PHMP Guide</u>		
d.	The department to publish the document on its website and circulate to the industry via mine safety news.	With internal communications team.
<b>2.5 Learning from disasters (Paper 7)</b>		
e.	Members noted the paper and agreed with the recommendations to the Regulator.	Completed.
<b>2.6 Multi-media campaign (Paper 8)</b>		
f.	The Regulator to further develop a proposal for a multi-media campaign with input from members.	Ongoing.
g.	Mel Brown to seek nominations from members to participate.	
<b>4.2 Other business MSAC moving forward</b>		
h.	Members to provide ideas of topics for discussion. Ideas to be provided to the Secretariat by 15 August 2018.	Feedback due 15 August 2018.
i.	The Secretariat will prepare a paper for discussion by members at the September meeting.	Due at September meeting.