

Minutes

Mining and Petroleum Competence Board

Details

Location: Glencore Offices
L 14, 727 Hunter St, Newcastle

Date/time: 6 May 2025
9.30 am.

Chairperson: Joanne Muller, AM (Independent)

People present

1. **Chairperson:** Joanne Muller, AM (Independent)
2. **Member:** Peter Denison (Independent)
3. **Member:** Stephen Tranter (Mining and Energy Union NSW)
4. **Member:** Angela Hudson (NSW Resources)
5. **Member:** Kurt Bridges (Cement Concrete & Aggregates Australia)
6. **Member:** Anthony Israel (NSW Minerals Council)
7. **Member:** Craig Reed (NSW Minerals Council)
8. **Delegate:** Todd Jones (Mining and Energy Union)

Secretariat

1. Vanessa Cleary, Policy Officer (NSW Resources)
2. Javier Garcia, Graduate Policy Officer (NSW Resources)

Observers

1. Andrew Palmer (Resources Regulator)
2. Shane Pegg (Resources Regulator)

Apologies

1. **Member:** Ron Cowdrey
2. **Member:** Jessica Urquhart
3. **Member:** Steve Barrett
4. **Member:** Anthony Margetts

This Meeting:

No	Issue
1	<p>Welcome, Acknowledgement of Country and Board Member Changes</p> <p>The meeting opened at 9:32am. Shane Pegg gave the Acknowledgement of Country.</p> <p>The Chair welcomed Peter Denison to the Board and congratulated him on his appointment. Todd Jones was welcomed as the delegate for Steve Barrett. The Chair advised the Board of Steve Barretts successful re-nomination by the Mining and Energy Union.</p> <p><u>Outcomes</u></p> <p>The Board:</p> <ol style="list-style-type: none">Noted the observers/delegates for the meeting.Noted the appointments expiring in 2025.
2	<p>Declaration of Interests</p> <p>The Chair provided an update on the declaration of interest document.</p> <p><u>Outcomes</u></p> <p>The Board:</p> <ol style="list-style-type: none">Did not declare any additional conflicts of interest were made, and there were no updates to the Pecuniary Interests Register.
3	<p>Acceptance of Previous Minutes and Actions</p> <p>Kurt Bridges and Tony Israel proposed and seconded the acceptance of the meeting minutes for the meeting held 18 February 2025.</p> <p><u>Outcomes</u></p> <p>The Board:</p> <ol style="list-style-type: none">Endorsed the Minutes of the meeting held on 18 February 2025.Noted the status of actions arising. <p>Actions</p> <p>A. Secretariat to publish endorsed Minutes.</p>
4	<p>Correspondence</p> <p>The Chair received a letter on 16 April 2025 from Minister Houssos advising of the appointment of Peter Denison and the re-appointment of Steve Barrett to the Board.</p> <p><u>Outcomes</u></p> <p>The Board:</p>

- i. **Noted** the correspondence

5 Update on Risk Register

The Chair advised the Board that all changes suggested at the 18 February meeting had been captured and reflected in the updated risk register.

Outcomes

The Board:

- i. **Endorsed** the updated Risk Register.

Actions

B. MPCB to review Risk Register bi-annually, next review at meeting MPCB 2025-4

6 Update on Working Group

The Working Group was established following the February MPCB meeting to examine options to address the decline in certificate of competency applications and to assess the practising certificate renewal process.

The Resources Regulator presented to the Board on the discussions and outcomes from the Working Group's first meeting on 29 April 2025, and that the Working Group's discussion centred around the process flow for achieving competency.

The Board discussed each step of the process, and considerations such as the manner and form of examinations, and the impact of artificial intelligence.

The Working Group will hold their next meeting on 22 May 2025, where they will develop a workplan that will include holding a forum to get input from relevant stakeholders on issues and options. This workplan will be presented to the Board at the next meeting.

Outcomes

The Board:

- i. **Noted** the update provided by the Working Group.
- ii. **Confirmed** the Board's Strategic Planning session would be postponed and held after the next Board meeting to accommodate the outcomes of the Working Group.

Actions

C. TORs are to be amended to reflect small amendments suggested by the MPCB and given to the Working Group for **approval** prior to being circulated out of session for noting.

D. Secretariat to circulate the presentation given by the Resources Regulator to the MPCB.

7 Appointment of Examiners

The Resource Regulator briefed the Board on all the examiner candidates:

- In a case where the five-year experience requirement was not met, the Board exercised its discretion given then candidates 4.5 years of applicable experience and meets all the other requirements.
- The Board queried the currency of work experience of a candidate as it was thought that the candidate had retired over a year ago. The Regulator agreed to reconfirm the candidate's details.

There was a discussion on the number of 'Deputy' examiners required given the number of applicants being added to the pool and the need to maintain quality on the panel, and the need to see examiners used at least once per year to maintain experience.

Outcomes

The Board:

- i. **Approved** the list of examiners to be reappointed for four years.
- ii. **Approved** the appointment of the applicants.
- iii. **Approved** the Chair to complete and sign the brief on behalf of the Board.

Actions

- E. The Regulator to review queried candidate regarding eligibility and talk to the convenors regarding the current list.

8 Update on Actions to Address Practicing Certificate Numbers

The Regulator provided an update to the Board on the data collected to date on practising certificate numbers. The data showed a cyclical pattern and that overall certificate holders are re-applying. The Board agreed to continue to monitor numbers to ensure that there are new practicing certificate holders/applicants to replace the attrition through retirement and those leaving the industry.

The Regulator advised that it intends to launch webinars which will address some of the misconceptions around holding statutory function roles.

Updates to the Maintenance of Competence Scheme will commence 1 October 2025. The Regulator advised that transitional arrangements will be put in place along with system changes to support the new rules.

Outcomes

The Board:

- i. **Noted** the Working Group is now addressing issues relating to the numbers of practicing certificate holders.
- ii. **Noted** the activities proposed by the Regulator to assist with the implementation of recommendations published to address the declining numbers.

9 Quarterly report on certification outcomes

The Regulator highlighted the positive trend in the number of renewals of practising certificates, re iterating that this aligns with the renewal cycle as discussed in item 8.

The Board discussed the questions in the examinations, and the questions asked in post-examination surveys and suggested changes which will remove errors and improve data integrity. The Board also agreed for the Regulator to consider whether the post survey includes a general question on suggested improvements for the examination process.

The Board also discussed legislation-based exam questions and agreed that the questions provided enough context for candidates and relevant legislation need not be provided.

Outcomes

The Board:

- i. **Noted** the report on Certification Outcomes
- ii. **Noted** the report on Certification Activities
- iii. **Noted** the report on Planned Activities

Actions

- F. **The Regulator to review if an additional question is appropriate to be added to the post-examination survey.**

10 Resources Regulator Quarterly Safety Report

The Chair commended the Regulator on the quality of the Report.

The Regulator summarised the Report for the Board.

The Board also discussed that incident summaries, and the need for Regulator advice to be practical to implement.

Outcomes

The Board:

- i. **Noted** the Resources Regulator Quarterly Safety Report.

11 Communications and work plan

Current Strategic Plan expires at the end of 2025 with most tasks from the workplan complete.

The Chair highlighted that her conference speaking events provide an effective platform to impart key messages to industry professionals. Topics and messages for the Chair's presentations will be discussed at the next meeting.

Outcomes

The Board:

- i. **Noted** the status of the projects identified in the MPCB work plan.
- ii. **Noted** the general status of actions identified in the MPCB communication plan.

- iii. **Noted** that findings from the Working Group would be used to update the communications plan.

Actions

- G. Members to provide Chair with communication ‘focus areas’ for her speaking events

12 Meeting Dates and Venues

The Chair advised the MPCB due to the requirement to conduct planning for the development of the MPCB Strategic Plan to 2029 that the meeting time would be extended to 9am-3.30pm.

Meeting Number	Meeting Time and Date	Meeting Host and Venue
2025-3	9 am – 3.30pm Tuesday 5 August 2025	Mining and Energy Union Nymboida House 215 Clarence Street, Sydney
2025-4	9.30 am Tuesday 11 November 2025	Department of Primary Industries and Regional Development Level 1, 516 High St. Maitland

Outcomes

The Board:

- i. Agreed to the timings/dates and venues for the remaining meetings in 2025, and that meeting dates for 2026 will be set at the next meeting.

13 Additional Business

Nil.

Meeting closed 11.50 am

Summary of Actions

- A. Secretariat to publish endorsed Minutes.
- B. MPCB to review Risk Register bi-annually, next review at meeting MPCB 2025-4.
- C. TORs are to be amended to reflect small amendments suggested by the MPCB and given to the Working Group for approval prior to being circulated out of to the remainder o the MPCB session for noting.
- D. Secretariat to circulate the presentation given by the Resources Regulator to the MPCB.
- E. The Regulator to review queried candidate regarding eligibility and talk to the convenors regarding the current list.
- F. The Regulator to review if an additional question is appropriate to be added to the post examination survey.
- G. Members to provide Chair with communication ‘focus areas’ for her speaking events.

Approval

Name/position	Signature/approval	Date
Joanne Muller, AM Independent Chair	Approved.	07/08/25

Comment:

Nil.