



MAJOR INFRASTRUCTURE EXPENDITURE REVIEW SUB-COMMITTEE HANDBOOK

The Major Infrastructure Expenditure Review Sub-Committee (MIERSC) Handbook is designed to assist officers to understand MIERSC processes and prepare papers for submission.

It is important that high standards are maintained. Submissions that do not comply with the required standards outlined in this Handbook will not be accepted.

The MIERSC is a sub-committee of the Expenditure Review Committee, which reports to Cabinet. As such, the principles contained in the Cabinet Handbook apply.

Enquiries regarding MIERSC processes should be directed to:

**Executive Government Services
Department of the Premier and Cabinet
Western Australia
Telephone (08) 6552 5666
Email cabinet@dpc.wa.gov.au**

MAJOR INFRASTRUCTURE EXPENDITURE REVIEW SUB-COMMITTEE

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1. Membership

The Major Infrastructure Expenditure Review Sub-Committee (MIERSC), a Sub-Committee of the Expenditure Review Committee, has the following membership:

- Deputy Premier; Treasurer; Minister for Transport; Sport and Recreation (Chair)
- Premier; Minister for State Development; Trade and Investment; Economic Diversification
- Minister for Planning and Lands; Housing and Works; Health Infrastructure
- Minister for Mines and Petroleum; Finance; Electoral Affairs; Goldfields-Esperance.

2. Attendance at Meetings

Any other Ministers may be invited by the Chair.

Other attendees include the Under Treasurer, Director General Department of Premier and Cabinet and Director General, Department of Transport and Major Infrastructure.

Other attendees may be invited as appropriate to support member Ministers or to support those Ministers invited by the Chair to present.

3. Meetings

The MIERSC will meet on a quarterly basis, or as otherwise determined by the Chair.

Regular meetings will be held in the Maali Room, Level 14, Dumas House, 2 Havelock Street, West Perth.

4. Quorum

A quorum comprises two members.

5. Scope

MIERSC will provide oversight of major infrastructure projects; defined as *those projects under the remit of the Department of Transport and Major Infrastructure's Office of Major Infrastructure Delivery (OMID) which include major transport and non-residential building infrastructure works and any other infrastructure project the committee specifically seeks oversight of* (e.g. non-residential projects within the Department of Housing and Works).

MIERSC scope excludes digital, ICT, residential and energy related major projects.

6. Purpose and Objectives

The purpose of MIERSC is to provide a forum for risk-based decision making and discussion, providing executive direction on project scope and the ability to interrogate project performance against key cost and time indicators.

MIERSC provides recommendations to the Expenditure Review Committee (ERC) and can consider and make whole of public sector policy and/or guidance related to major project infrastructure delivery.

The objectives of MIERSC are to:

- undertake detailed cost and schedule reporting and risk management on major infrastructure projects within its scope, allowing concise reporting to ERC;
- provide agility to major infrastructure delivery by early consideration of business cases, project development plans and procurement strategies, authorising variations to expenditure¹, specifications or delivery timeframes in lieu of Cabinet and ERC meeting cycles (should there be a budget, provided it is within the allocated budget prescribed); and
- ensure the development and delivery of major infrastructure is aligned with the Government's broader policy objectives-

7. Responsibilities

The responsibilities of MIERSC are to:

- provide opportunity to inform, debate and provide Government direction on key policy matters, issues and opportunities that impact delivery of major infrastructure projects;
- approve the addition (or removal) of projects to the remit of OMID; and
- oversee the planning, financing and delivery of major infrastructure projects by:
 - endorsing business cases, project definition plans and procurement strategies;
 - approving strategies to address funding, financing and commercial/contract resolutions;
 - overseeing approaches to contracting/contracting strategies;
 - overseeing project budget parameters, monitoring impacts on State finances and providing recommendations to ERC on variations to approved budgets;
 - overseeing delivery against approved project scope, time, cost and quality parameters;
 - providing recommendations to ERC on budget, scope and risk management parameters;
 - resolving issues brought by delivery agencies through their ministers; and
 - overseeing the major projects consolidated program.

8. Authority

MIERSC reports directly to ERC, as a standing committee of Cabinet. However, this does not preclude, where an issue is of sufficient sensitivity or urgency, it being submitted directly to ERC or Cabinet for consideration.

9. Meeting Content and Structure

MIERSC operates on a 'no surprises' philosophy whereby emerging concerns are raised early to allow for full consideration and informed decision-making.

Meetings will focus on consideration of progress and performance of major infrastructure projects against approved scope, time, cost and quality parameters.

OMID, via the Minister for Transport, will be required to provide regular reporting (including significant changes to baseline or forecasts) on key aspects including:

- scope;
- budget;
- schedule and key interfaces;

¹ When MIERSC approvals result in the need for additional funding, consideration will be referred to ERC.

- sequencing and coordination of the works pipeline; and
- risks, opportunities and issues.

Discussion and deliberation will be action and outcome focussed.

10. Meeting Management / Submission Deadline

MIERSC meetings are administered by Executive Government Services (EGS) at the Department of the Premier and Cabinet.

Submissions to the MIERSC are to be lodged with EGS 10 business days before the meeting, unless a waiver is sought and approved by the Chair.

Final submissions are to be approved and submitted by relevant Ministers, and EGS will produce and distribute agenda files to MIERSC members and meeting attendees.

11. Secretariat and Departmental Support

EGS within DPC provides secretarial support to the Committee.

The OMID within the Department of Transport and Major Infrastructure provide MIERSC with policy advice to assist with the decision-making process where appropriate. The Department of Treasury and Finance may also provide covering minutes or recommendations to submissions, if required.

12. Agenda

The Chair of MIERSC sets the agenda and determines the relative priority of the agenda items.

Agenda items may be compiled from:

- Submissions in response to requests for information by the Expenditure Review Committee; and
- Direct submissions from Ministers.

All submissions are to be completed in accordance with the MIERSC submission template (Appendix A and B).

13. Presentation and Assembly of Documents

It is important that quality of presentation is maintained in MIERSC submissions and that all submissions are consistent with the following guidelines.

- submissions must be printed single-sided on white A4 size paper;
- submissions must not be longer than eight (8) pages (excluding attachments); and
- the layout of the template must not be altered in any way, including deletion of headings. Where headings are not applicable, insert "Not applicable".

14. Lodgement of MIERSC submissions

All submissions to the MIERSC must be Ministerially endorsed.

The submission should be addressed to the Minister for Transport, as Chair of the MIERSC, and lodged with Executive Government Services at:

Executive Government Services
Department of the Premier and Cabinet
Level 3, 2 Havelock Street
West Perth WA 6005
Cabinet@dpc.wa.gov.au

Alternatively, digital submissions can be submitted in accordance with Cabinet Handbook protocols through established MS Team channels.

MAJOR INFRASTRUCTURE EXPENDITURE REVIEW SUB-COMMITTEE		Office Use Only
		Date Received:
TITLE OF SUBMISSION		
MINISTER'S NAME, TITLE AND RELEVANT PORTFOLIO		
PURPOSE (objective of proposal)		
COSTING/FINANCIAL IMPLICATIONS Is proposal covered by existing/approved forward estimates? <input type="checkbox"/> Yes <input type="checkbox"/> No		
HAS THE DEPARTMENT OF TREASURY AND FINANCE EVALUATED FINANCIAL IMPLICATIONS OF PROPOSAL? <input type="checkbox"/> Yes <input type="checkbox"/> No		
WHO HAS BEEN CONSULTED		
RECOMMENDATION		
SIGNATURE		DATE

MINISTER FOR ...

SUBMITS TO

CHAIR, MAJOR INFRASTRUCTURE EXPENDITURE REVIEW SUB-COMMITTEE

TITLE

PURPOSE AND KEY POINTS

BACKGROUND

COSTING/FINANCIAL IMPLICATIONS

Impact on State Finances	[current year] \$'000	[forward year 1] \$'000	[forward year 2] \$'000	[forward year 3] \$'000
Adjustment to Approved Expense Limit	-	-	-	-
General Government Net Operating Balance	-	-	-	-
Total Public Sector Net Debt	-	-	-	-
Additional FTEs	-	-	-	-
Cash at Bank	-	-	-	-
Other (<i>please specify</i>)	-	-	-	-
Additional Appropriation	-	-	-	-

Footnote: Above information verified by [Name], Chief Financial Officer, [Agency]

CONSULTATION

RECOMMENDATION

(signed)
HON
MINISTER FOR ...

DATE