



QLD Natural Gas E&P Industry Safety Leaders Group Working Group – Land Transport Charter

SLG Champions

Brendan Ostwald – Ostwald Bros
Tony Nunan – QGC

Working Group Team Leads

None appointed

Secretariat

Coordinator, Queensland Natural Gas E&P Industry Safety Forum

Under the direction of the Queensland Natural Gas E&P Industry Safety Leaders Group (SLG), Land Transport has been identified as a key theme of the Queensland Natural Gas E&P Industry. The industry faces unique land transport safety challenges in the oil and gas sector in Australia, and to some extent globally. Currently the Queensland Natural Gas E&P Industry operators and contractors in Queensland drive an estimated total of 100 million kilometres a year. Based on current road safety statistics this volume of travel could result in a significant number of serious vehicle related incidents per year in the long term. This potential is considered unacceptable, and the Working Group is responsible for developing industry-wide initiatives that will result in substantially better performance.

The most visible aspect of the industry to the public is road use. Not only will improved road safety standards reduce risks to industry operators, it will reduce the risk to the public and enhance the image of the industry in the community.

Members

Members of the Working Group are either subject matter experts or user representatives, from both Operating Companies and Contract Partner Companies.

Terms of Reference

1. SCOPE & OBJECTIVES

1.1 Scope

- 1.1.1 All aspects of land transport in the Queensland Natural Gas E&P Industry need to be considered in order to materially and sustainably reduce the frequency

Version	4.0	Document Owner	WGroup Secretariat
Released	14 September	Review Date	14 September 2017



and severity of land transport related incidents across the industry and in the local communities in which we operate.

- 1.1.2 A large number of hazards faced by drivers are as a result of external factors such as animals/livestock, weather, public road conditions and public road users. Due to our restricted ability to influence these hazards, concerted effort and analysis is required by our industry to affect or control these hazards.
- 1.1.3 Given that driving and land transport risks are not unique to our industry, we understand that to make any real and material difference to the risk, we must actively engage, collaborate and share with a diverse range of stakeholders e.g. local and state government representatives, media, road authorities and regulators, researchers, insurers, manufacturers, consultants, health professionals, disability, public health and other sectors not immediately associated with the road safety community.

1.2 Objectives

- 1.2.1 The overarching primary objective of the Land Transport Working Group is to assist the Safety Leaders Group (SLG) improve safety performance in the Queensland Natural Gas E&P Industry sector, specifically to reduce:
 - i) The risk exposure to drivers and the public; and
 - ii) The frequency and severity of transport related incidents attributable to road use in the Queensland Natural Gas E&P Industry.
- 1.2.2 Reduction in risk exposure is to be measured through a reduction in total kilometres driven and a reduction in the total number of recordable events* per 1 mln km driven.

*As defined by the Queensland Natural Gas E&P In Vehicle Monitoring System Specification.
- 1.2.3 Severity and frequency of vehicle incidents is to be measured through several indicators using the International Association of Oil & Gas Producers (IOGP) common Key Performance Indicators (KPI) for motor vehicle crashes (IOGP, 365-5 2016):
 - i) Severe Motor Vehicle Crash Rate (SMVCR);
 - ii) Total Motor Vehicle Crash Rate (TMVCR); and
 - iii) Ratio of SMVCR and TMVCR.
- 1.2.4 Based on the reflection of initiatives completed to date and of the Queensland Natural Gas E&P Safety Leadership Industry Forums since November 2013, the specific objectives of the Group include:
 - a. Improved light and heavy vehicle specification standards, safety equipment, systems and protocols for use;
 - b. Agreement of, and continual improvement to, a common Queensland Natural Gas E&P Industry In Vehicle Monitoring System (IVMS) specification standard (including road risk assessments);

Version	4.0	Document Owner	WGroup Secretariat
Released	14 September	Review Date	14 September 2017



- c. Improved industry-wide driver behaviour through training, competency standards and assessment procedures for light and heavy vehicle operations;
- d. Development of platforms or forums to share the Queensland Natural Gas E&P Industry innovations, hazard alerts and findings or recommendations from incidents;
- e. Communication of relevant industry created hazards and risks to locally affected public road users;
- f. Minimisation of impact on other road users through improved journey routing and planning and efficiency and optimisation opportunities;
- g. Development of industry best practice guidelines and sharing initiatives on key Land Transport focus areas, such as Driver Behaviour, as raised by industry stakeholders.

Principles:

- a) Safety is not a competitive advantage, and all participants will adopt a cooperative approach to sharing of safety management practices.
- b) The safety performance of the industry will be made stronger by a collaborative approach amongst the Working Group participants, the Operating Companies and Contract Partner community represented by the Working Group.
- c) Development of standards or major sharing initiatives must be sizeable/adaptable/relevant for smaller companies / members of the industry as well as multi-national companies.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 A minimum of 1 Champion for each Working Group is drawn from the SLG members.
- 2.2 The SLG Co-Champions will lead the Working Group. Champions ensure that their Working Group develops clear and agreed work or project plans with goals, actions, responsibilities and milestones for review and formal approval by the SLG, and steer implementation of the approved work.
- 2.3 Membership of the Working Group is open to all Operating Companies and Contract Partner Companies who participate in the Queensland Natural Gas E&P Industry Safety Forum.
- 2.4 Partnership and engagement of other stakeholders is encouraged and at the discretion of the SLG Co-Champions.
- 2.5 The Working Group has no decision making authority. It shall prepare recommendations for the SLG.
- 2.6 Members of the Group represent the views of their organisations, and are expected to procure the necessary approvals or endorsements from their respective organisations for any Working Group recommendation. The SLG Co-Champions may choose to elect a Working Group Project Manager as their proxy to direct the Working Group and Project or Sub-Project Leads in assisting the group to meet their objectives.
- 2.7 The Working Group will elect Project or Sub-Project Leads.

Version	4.0	Document Owner	WGroup Secretariat
Released	14 September	Review Date	14 September 2017



- 2.8 The nominal term of office for Working Group members is 1 year. Working Group membership shall be reviewed annually.
- 2.9 Invited members commit to attending scheduled meetings, and if required may attend by videoconference or by telephone. Members may send delegates to scheduled meetings when their presence is not possible in person or by teleconference. Only one delegate per member may be identified, and must be formally nominated and approved by both Co-Champions. It is the responsibility of the member to brief and educate their nominated delegate prior to the scheduled meeting.
- Any member of the Group who fails to attend 3 consecutive meetings or less than 50% of meetings within a 12 month period will have their position on the Group reviewed by the Group Champion(s) and may result in the member's removal from the Group.
- 2.10 The Working Group may hold valid deliberations and make recommendations to the SLG only if a quorum is met, with at least half of the representatives from the Operating Companies and at least half of the representatives from Contract Partner Companies present.
- 2.11 Recommendations of the Working Group will generally be by consensus and, where required, by a simple majority of members present.
- 2.12 Members are responsible for meeting their own costs for attending and participating in meetings and forums.

3 MEETING MANAGEMENT AND REPORTING

- 3.1 The Working Group meets monthly. Notification of meeting dates for the calendar year will be set at the start of that year.
- 3.2 The agenda and any pre-reading will be circulated 1 week before the meeting. Minutes of each meeting will be circulated 1 week after the meeting.
- 3.3 The Working Group's effectiveness and terms of reference are reviewed annually by the SLG against the agreed industry strategic safety plan, including a review of membership.

4 DELIVERABLES

- 4.1 The Working Group is tasked with producing the following deliverables:

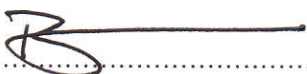
01	The Queensland Natural Gas E&P Industry Strategic Safety Plan for the Working Group's assigned strategic theme	Industry Safety Forum in Dec
02	Working Group annual work plan and budget	Annual, Q4
03	Working Group progress reports against work plans	Monthly


Version	4.0	Document Owner	WGroup Secretariat
Released	14 September	Review Date	14 September 2017



- 4.2 Specific measures of success for the Working Group will be developed by the Group and defined in the Queensland Natural Gas E&P Industry Strategic Safety Plan.

These terms of reference were adopted by the members present at the Land Transport Working Group meeting held on 14 September 2017.

Signed:  SLG Co-Champion

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Version	4.0	Document Owner	WGroup Secretariat
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