



WA/NT Oil and Gas E&P Industry Safety Forum

Working Group - Competence and Behaviour Charter

Co-Champions

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Chair

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Under the direction of the WA/NT Oil and Gas E&P Industry Safety Leaders Group (SLG), Competence and Behaviour has been identified as a key theme of the WA/NT Oil and Gas E&P Industry Strategic Safety Plan.

The Competence and Behaviour Working Group has been established by the SLG to help finalise the WA/NT Oil and Gas E&P Industry Strategic Safety Plan, and then develop common initiatives to deliver against their assigned theme of the Plan.

Members

Members of the Working Group are either subject matter experts or user representatives, from both Operating Companies and Contract Partner Companies (refer to Appendix 1).

Terms of Reference

1. OBJECTIVES AND SCOPE

1.1 The Competence and Behaviour element of the WA/NT Oil and Gas E&P Industry Strategic Safety Plan defines the following outcomes:

- Common, simple, clear and demonstrable competencies are in place for our people.
- Improve baseline industry behaviour towards safety, where everyone contributes by taking personal accountability to keep themselves and others safe.

1.2 The above outcomes support the sustainability of the industry section through common, agreed levels of training, competence and behaviour.

1.3 Therefore, the overarching objectives of the Competence and Behaviour Working Group are to define:

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- a common standard of competence for people in the WA/NT Oil and Gas E&P industry enabling duties to be performed in a controlled and planned manner to deliver safe outcomes.
- the standard of safe working behaviour that is expected of all people in the WA/NT Oil and Gas E&P industry.

More specifically the objectives are to:

- Prevent fatality and serious harm to people working the industry.
- Facilitate every person returning home safely to their family at the end of every shift.
- Simplify and standardise requirements across companies.
- Support industry to ensure that personnel are trained and verified as competent to carry out their job.
- Define common competency goals and expectations, and deliver tools to industry.
- Research current practices within the industry and related sectors. Develop and/or adopt best practice to achieve the desired level of competence and behaviour
- Align stakeholder expectations regarding competency and behaviour
- Establish and implement an operating model for the Working Group whereby requirements are prioritised, initiatives are efficiently and effectively undertaken, information is clearly communicated to the stakeholders, results are measured and continuous improvement is a way of working.
- Oversee administration and assurance processes of Industry-wide competence assessment and assurance initiatives.

Principles:

- a) The scope of the Working Group is not about developing a commercial advantage. It is to improve the overall safety performance of the WA/NT Oil and Gas E&P Industry by sharing and collaboration.
- 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) Solutions provided by the Working Group will be simple, achievable and sustainable.

1.4 The Scope of the Working Group includes:

- Measures that will have a direct material impact on safety performance
- Developing and implementing measures to ensure a common, agreed industry safety training standard.
- Developing industry standards for safe working behaviours.
- Establishing an industry-wide competence framework.
- Risk-based prioritisation and development of measures that directly deal with the most critical priorities.
- Effective implementation methods to ensure that programs and initiatives are taken up by the industry.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 One Operator Co-Champion and one Contractor Co-Champion is drawn from the SLG members.

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- 2.2 Co-Champions ensure that their Working Group develops clear and agreed work plans with goals, actions, responsibilities and milestones for review and formal approval by the SLG, and steer implementation of the approved work plan.
- 2.3 Co-Champions have delegated authority from the SLG to authorise spend against an approved budget to deliver the work plan.
- 2.4 Membership of the Working Group is open to all Operating Companies and Contract Partner Companies who participate in the WA/NT Oil and Gas E&P Industry Safety Forum. Engagement of other stakeholders may be considered at the discretion of the Co-Champions.
- 2.5 The Project Delivery Process and Standardisation Process define SLG approval gateways. The Working Group shall prepare recommendations for the SLG at these approval gateways.
- 2.6 Members of the Group must have authority to make decisions on behalf of the organisations that they represent.
- 2.7 The Working Group elects a Chair from its members to facilitate meetings for a nominal term of one year.
- 2.8 The nominal term of office for Working Group members is one year. The process for rotating new members will be developed, if necessary, by the SLG on behalf of the WA/NT Oil and Gas E&P Industry Safety Forum.
- 2.9 Invited members commit to attending scheduled meetings in person. Members may nominate a single delegate subject to the approval of the Working Group Co-Champions.
- 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 Working Group members present including at least one representative from the Operating Companies.
- 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.
- 2.13 Any member of the Group who fails to attend three consecutive meetings or less than 50% of meetings within a 12 month period will have their position on the Group reviewed by the Group Co-Champions and may result in the member's removal from the Group.
- 2.14 This Charter shall be reviewed as required, but annually as a minimum during the Work Planning and budgeting process.

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 3 days prior to the meeting. Minutes of each meeting will be circulated within one week after the meeting.

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- 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. KEY AREAS OF COLLABORATION AND IMPROVEMENT OPPORTUNITIES

- 4.1** The Working Group shall collaborate with the Queensland Competence and Behaviour Working Group as follows:

- Co-Champions establishing connection and regular communication and by sharing a common Secretary (where possible).
- extending an open invitation to Queensland Working Group members to attend WA/NT meetings (in person), and vice-versa.
- providing updates and sharing minutes of Working Group meetings.
- sharing meeting calendars.
- cross-consultation when establishing Annual Work Plans and budgets.
- actively seeking to identify synergies and potential for sharing.
- co-funding mutually beneficial initiatives.
- minimising duplication by ensuring that Working Groups are not being inefficient by working on the same thing in isolation – or being inconsistent in developing different answers to shared problems.
- cross-adopting each Working Group's outputs. The intention is to avoid unnecessary 'tweaking'. Where identified, improvements should be addressed via a continuous improvement (maintenance) process. Where necessary, Chapter-specific requirements will be addressed by Chapter-specific 'bolt-ons'.
- cross-consultation when establishing Plans to develop a Standardisation initiative, Sharing initiative and/or any associated products or services.

- 4.2** In addition to the above, the Working Group will decide on areas which the Group can most productively work on together in order to meet the objectives of the Working Group, and actively contribute towards improving competence and behaviours of people working in the industry as this will lead to safety performance of the industry. These will include:

- Establishing a baseline of existing competence levels.
- Establishing the type of data that needs to be collected to enable an effective risk-based analysis of priorities.
- Assessing and documenting competence and behaviour training initiatives and programs presently in place across the industry.
- Establishing a framework that defines and categorises the individual groups which will form the target audience for the deliverables developed by the working group
- Establishing a competency expectation for the individual groups.
- Identifying opportunities and implementing measures for quick, meaningful wins that will create momentum.
- Developing training course specifications, lesson plans and learning assessment processes to be used by training providers.
- Developing an industry-wide competence assurance and verification model.
- Developing Key Performance Indicators that will enable the measurement of the impact of the initiatives developed by the Group.
- Coordinating with the Leadership Working Group to ensure that there is a clear delineation between the objectives, initiatives and work products and to ensure that there are no critical gaps across the two groups.

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- Liaising with the UK Step Change in Safety Competence Working Group to ensure that best practice and learnings are shared.

This is not an exhaustive list.

5. DELIVERABLES

5.1 The Working Group is tasked with producing the following deliverables:

01	The WA/NT Oil and Gas E&P Industry Strategic Safety Plan for the Working Group's assigned strategic theme	As required
02	Working Group annual work plan and budget	Annually
03	Maintain and issue a register of ideas received and current priorities	Quarterly
04	Working Group progress reports against work plans	Quarterly

5.2 Specific measures of success for the Working Group will be developed by the Group and defined in the WA/NT Oil and Gas E&P Industry Strategic Safety Plan.

These terms of reference were adopted by the members present at the Working Group meeting held on:

17 July 2018

Signed: Co-Chair

Signed: Co-Chair

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