



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

Working Group - Marine Charter

Co-Champions

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Co-Champions

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Chair

Alistair Martin

Secretariat

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Under the direction of the WA/NT Oil and Gas Exploration and Production Industry Safety Forum (Safer Together) Safety Leaders Group (SLG), marine activities have been identified as a key theme of the Safer Together Industry Strategic Safety Plan.

The Marine Working Group has been established by the SLG to help finalise the Safer Together Industry Strategic Safety Plan, and then develop, implement and report on common solutions to deliver against their assigned theme of the Plan.

Members

Members of the Marine 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 Marine element of the Safer Together Strategic Safety Plan defines the purpose of the Marine Working Group as encouraging marine safety without borders.
- 1.2 To achieve this goal we will:
 - Initiate discussions related to maritime safety issues in an open forum of service users and providers;

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- Identify areas of particular concern and through stakeholder engagement agree on corrective or preventative actions required in order to prevent the realization of major incidents;
- Take pre-emptive action on minor safety issues that have the potential to escalate to an unacceptable level of risk;
- Work together to share safety information, lessons learned and good practice across the whole industry;
- Actively champion and facilitate the development of good practices and initiatives to promote safety within the maritime sector of the Australasian Oil and Gas Industry;
- Periodically assess the effectiveness of its objectives and scope through the annual review and amendment of this Charter (as required) under the guidance of the Safer Together secretariat; and,
- Encourages development and implementation of voluntary Industry Specifications in the marine activity by Safer Together participants setting our expectations for good practice to be followed by all those involved in the marine related processes.

Principles:

- a) The scope of the Working Group is not about gaining a commercial advantage. Rather it is to progress the overall safety performance of the Australasian Oil and Gas 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 in the Working Group.
 - c) Solutions provided by the Marine Working Group will be simple and achievable.
 - d) Participants of the Marine Working Group are expected to speak on behalf of their company and actively participate in all regular meetings and project teams to which they nominate.
- 1.3 The Scope of the Working Group includes standardisation, learning and sharing in the maritime sector of the Australasian Oil and Gas Industry.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 One Operator Co-Champion and one Contractor Co-Champion is drawn from the SLG members.
- 2.2 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.

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- 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 1 year.
- 2.8 Invited members commit to attending scheduled meetings, and if required may attend by videoconference or by telephone. Members may send delegates to scheduled meetings, but only where any delegate has nominated for the Working Group in the same manner as the invited member.
- 2.9 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 1 representative from the Operating Companies.
- 2.10 Recommendations of the Working Group will generally be by consensus and, where required, by a simple majority of members present.
- 2.11 Members are responsible for meeting their own costs for attending and participating in meetings and forums.
- 2.12 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 Co-Champions and may result in the member's removal from the Group.

3. MEETING MANAGEMENT AND REPORTING

- 4.1 The Working Group meets monthly. Notification of meeting dates for the calendar year will be set at the start of that year.
- 4.2 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.
- 4.3 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 will decide on areas that the Group can most productively work on together in order to meet the objectives of the Working Group, and actively contribute towards improving safety performance of the industry. These will include:
 - Addressing ongoing regulatory liaison.
 - Recognition by regulatory authorities and other organisations of the Working Group function.
 - Establishing an Incident Review Panel for the marine industry.
 - Safety issues in general.
 - Establishing the type of data that needs to be collected to enable an effective risk-based analysis of priorities

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5. DELIVERABLES


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

01	The Safer Together Strategic Safety Plan for the Working Group's assigned strategic theme	As required
02	Working Group annual work plan and budget	Annually
03	Working Group progress reports against project plans	Quarterly

5.2 Specific measures of success for the Working Group will be developed by the Group and defined in the Safer Together Strategic Safety Plan.

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

9 July 2018

Signed:  SLG Co-Champion

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