



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

Working Group – Land Logistics Charter

Co-Champions

Clive Jones, Operations Manager Australia, BHP
Michael Fulham, CEO, ASCO Australasia

Chair

Either Co-Champion

Secretariat

William Thiel – Principal Consultant, Safer Together

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

The Land Logistics 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 Land Logistics 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 land logistics objectives of the Safer Together Strategic Safety Plan defines the purpose of the Land Logistics Working Group as the promotion of safe operations in the Logistics sector of the Oil and Gas Industry. LLWG will endeavour to raise awareness, acceptance and knowledge of the oil and gas logistics sector's logistics best practice to continually improve the safety of those operations. It will do this by promoting the standardisation of logistics practice and sharing knowledge and experience with an emphasis on agreed safety focal areas pertinent to its members.
- 1.2 To achieve this goal, we will:
 - Initiate discussions related to land logistics 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;
- 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 land logistics 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,
- Encourage development and implementation of voluntary Industry Specifications in the land logistics activity by Safer Together participants setting our expectations for good practice to be followed by all those involved in land logistics 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 Land Logistics Working Group will be simple and achievable.
 - d) Participants of the Land Logistics 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 land logistics 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.
- 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.

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- 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 3 days 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.
 - Sharing regional, national and international research findings and learning related to best management practices with regards to land logistics
 - Establishing the type of data that needs to be collected to enable an effective risk-based analysis of priorities
 - Establishing a framework that defines and categorises the population which will form the target audience for the deliverables developed by the working group
 - Developing Key Performance Indicators for any project initiated that will enable the measurement of the impact of the initiatives developed by the Group

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- Coordinating with the other Working Groups (e.g. Marine) 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
- Further safety and efficiency in land logistics through the development and implementation of land logistics specifications, where possible.
- This is not an exhaustive list.

4.2 The Land Logistics Working Group will consult with other relevant Working Groups in WA/NT and Queensland, as required.

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:

4 October 2018

Signed: SLG Co-Champion (Clive Jones)

Signed: SLG Co-Champion (Michael Fulham)

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