



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

SLG Champions

Warwick King – President Australia East, ConocoPhillips
Paul McDougall – Australia Onshore Manager, Schlumberger

Working Group Lead

Rod Duke – Vice President Downstream, Santos GLNG

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), Process Safety has been identified as a key theme of the Queensland Natural Gas E&P Industry Strategic Safety Plan.

The Process Safety Working Group has been established by the SLG to help finalise the Queensland Natural Gas E&P Industry Strategic Safety Plan, and then develop common solutions 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 Process Safety Working Group's Vision is:

"Enhance process safety knowledge and establish consistent practices in the industry to eliminate process releases - protecting people, the environment and property."

1.2 The overarching primary objective of the Working Group is to assist the Industry Safety Forum (ISF) improve safety performance in the Queensland Natural Gas E&P industry sector, specifically in the area of Process Safety.

The key objectives of the Working Group are:

- Align the way process safety is understood/ perceived and managed across the industry;
- Accelerate process safety awareness in the industry;
- Develop good practice standards and common language for managing process safety risks;

Version	1.1	Document Owner	WGroup Secretariat
Released	30 September 2015	Review Date	-



- Develop industry positions and provide proactive input on process safety legislative matters.

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 Queensland Natural Gas E&P Industry sector 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.

1.3 The Working Group has a specific focus on the QLD Natural Gas E&P Industry.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 A minimum of 1 Champion for each Working Group 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 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. Engagement of other stakeholders will be considered in due course.
- 2.4 The Working Group has no decision making authority. It shall prepare recommendations for the SLG.
- 2.5 Members of the Group must have authority to make decisions on behalf of the organisations that they represent.
- 2.6 The Working Group selects its members from the Industry Safety Forum by nomination, and then assessment by the Working Group Champions. The nominal term of office for Working Group members is 1 year. The process for rotating new members will be developed by the SLG on behalf of the Queensland Natural Gas E&P Industry Safety Forum.
- 2.7 A number of Team Leads are appointed by the Working Group to be accountable for delivery of the agreed projects.
- 2.8 Invited members commit to attending scheduled meetings, and if required may attend by videoconference or by telephone. If a member is unable to attend, their designated alternate representative may attend on their behalf.
- 2.9 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.

Version	1.1	Document Owner	WGroup Secretariat
Released	30 September 2015	Review Date	-



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 KEY AREAS OF COLLABORATION AND IMPROVEMENT OPPORTUNITIES

4.1 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 safety performance of the industry. These will include:

- Learning from the invaluable experience of Safer Together members to reduce likelihood and severity of process safety events via developing Quarterly toolbox topics and accessible toolbox contributions from member companies;
- Raising MAH awareness training with capacity sufficient for all CSG-LNG operator, contractor and consultant personnel;
- Sharing of Innovations from all levels of the industry.

5 DELIVERABLES

5.1 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	Oct-14
02	Working Group annual work plan and budget	Dec-14
03	Working Group progress reports against work plans	SLG meetings
04	Implementation of the Working Group annual work plan	Ongoing 2015

5.2 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 Working Group meeting held on:

30 September 2015

Signed:  SLG Co-Champion

Signed:  SLG Co-Champion

Version	1.1	Document Owner	WGroup Secretariat
Released	30 September 2015	Review Date	-