



QLD Natural Gas E&P Industry Safety Leaders Group

Working Group - Competence and Behaviour Charter

Co-Champions

Warwick King – Chief Executive Officer, APLNG
John Smith – CEO, Murphy Pipe and Civil

Chair

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

The Competence and Behaviour 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 Competence and Behaviour element of the Queensland Natural Gas E&P Industry Strategic Safety Plan defines the following outcomes:
- Clear and demonstrable competencies are in place for frontline leaders.
 - Everyone in the industry demonstrates behaviours which reflect a positive safety culture in which they play a full part.
- 1.2 The above outcomes support the sustainability of the industry sector through common, agreed levels of training, competence and behaviour.
- 1.3 Therefore, the overarching objectives of the Competence and Behaviour Working Group are to:
- enhance the competence of workers in the Queensland Natural Gas E&P industry sector to enable them to carry out their duties in the safest manner possible thereby improving the safety performance.

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- define the standard of safe working behaviour that is expected of all workers in the Queensland Natural Gas E&P industry sector.

More specifically the objectives are to:

- Ensure every member of the workforce returns home safely to their families at the end of every shift
- Ensure personnel are trained and competent to carry out the tasks assigned to them
- Delineate and define the required competencies
- Establish common, agreed competency expectations
- Define the manner in which competence requirements are set, delivered and assessed
- Research current practices within the industry and related sectors. Develop and/or adopt best practice to achieve the desired level of competence and safety 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 improvements are continually made.
- Oversee administration and assurance processes of Industry-wide competence assessment and assurance initiatives (e.g. the Industry Safety Induction - ISI).

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.
- c) Solutions provided by the Working Group will be simple and achievable.

1.4 The Scope of the Working Group includes:

- Developing and implementing measures that ensure a common, agreed industry safety training level
- Developing industry standards for safe working behaviours
- Establishing an industry-wide competence framework
- Tactical measures that will have a direct material impact on safety performance
- 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 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.

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- 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 elects a Chair from its members to facilitate meetings for a nominal term of 1 year.
- 2.7 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.
- 2.8 Invited members commit to attending scheduled meetings, and if required may attend by videoconference or by telephone. Members may not send delegates to scheduled meetings.
- 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 Champion(s) and may result in the member's removal from the Group.

3. MEETING MANAGEMENT AND REPORTING

- 3.1 The Working Group meets monthly. The Working Group meets at least 4 times per year to ensure that Industry-wide competence assessment and assurance activities (e.g. the ISI) are administered in an effective and efficient manner and to provide reasonable assurance that they are meeting Industry requirements. 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

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:

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- 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 CSG projects
- 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 bring momentum
- Developing training course specifications, lesson plans and learning assessment processes to be used by training providers
- Developing an industry-wide competence assurance 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
- Coordinating 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 CSG-LNG Industry Strategic Safety Plan for the Working Group's assigned strategic theme	As required
02	Working Group annual work plan and budget	Annually
03	Assurance Plan for Industry-wide competence assessment and assurance initiatives	Quarterly
04	Working Group progress reports against work plans	Bi monthly

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:

12 September 2017

Signed: Co-Chair

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