



Qld Safety Leaders Group Charter

The Safety Leaders Group (SLG) is established as a sub-committee of the Board under s15 of the [Safer Together \(Qld\) Constitution](#) to steer the activities of the Association in accordance with the [Strategic Safety Plan](#).

Members

Per s15.1 of the Constitution, the SLG comprises 21 members:

- Operating Companies (7 positions)
- Contract Partner Companies (13 positions)
- APPEA (1 position)

Operating Company and Contract Partner Company SLG members are nominated by their respective member companies.

Refer to [Appendix 1](#) for a list of current SLG members.

Terms of Reference

1. OBJECTIVES AND SCOPE

- 1.1 The primary objective of the Safety Leaders Group (SLG) is to steer the activities of the Association toward achieving [Our Commitments](#) in the Queensland Natural Gas E&P Industry in accordance with the [Strategic Safety Plan](#).

Principles:

- a) Safety provides a common advantage, and all participants will adopt a cooperative approach to sharing of safety management practices.
- b) The safety performance of the industry will be made stronger by a collaborative approach amongst the SLG participants, the Operating Companies and Contract Partner community represented by the SLG.

2. MEMBERSHIP AND GOVERNANCE

- 2.1 Ideally, SLG members should be the Most Senior In-Country Manager in their company and must be authorised to commit their company to Safer Together initiatives.
- 2.2 The SLG may invite other stakeholders to attend a meeting as a non-voting observer to assist with its discussions on any particular matter.
- 2.3 The SLG elects 2 Co-Chairs from its members, (one from an Operating Company, the other from a Contract Partner Company), each for a nominal term of 1 year. They are, in turn, nominated by the Board and elected by the Members as Chairperson/President and Treasurer/Secretary of the Association (per s13.2.8 and s13.2.9 of the [Constitution](#)). It is customary that an Operator serve as the

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Chairperson/President and that a Contractor serve as the Co-Chairperson, Treasurer and Secretary. It is also customary that functions of the Secretary are delegated to the Forum Coordinator.

- 2.4 The nominal term of office for Contract Partner representatives is 2 years. Usually, natural attrition results in rotating / refreshing the SLG with new members. However, should it be necessary to refresh SLG membership by reference to the nominal 2 year term of office, no more than 50% of the Contract Partner representatives will change out at one time, to maintain continuity.
- 2.5 Members may appoint a delegate. This delegate is expected to speak/vote with the member's full authority. The delegate should be a senior representative of the member's organisation, able to commit their organisation with full delegated authority. The delegate should not be from the HSE Function. It is not necessary to formally appoint a delegate. However, for consistency, it is expected that each SLG member only has one person who will serve as their delegate.
- 2.6 Members of the APPEA Qld Health, Safety and Operations (HSO) Committee are invited to attend SLG meetings as non-voting observers. Each Working Group will have one member of the APPEA Qld HSO Committee assigned as a Focal Point.

3. ROLES AND RESPONSIBILITIES

3.1 SLG Co-Champions are responsible for:

- Chairing SLG meetings.
- Liaising with the Forum Coordinator to finalise the Agenda for each SLG meeting.

3.2 As a Group, the SLG is responsible for:

- Reviewing the Association's membership annually.
- Endorsing membership fees in Q4 each year, for approval by the Board.
- Endorsing budget revenue and expenditure assumptions in Q4 of each year to inform budget preparation for the following year.
- Endorsing the annual budget for approval by the Board.
- Reviewing the Association's performance against the Strategic Safety Plan at least annually.
- Developing terms of reference for the Industry Safety Forum. The Group will review the Forum's effectiveness and terms of reference annually.
- Setting up and coordinating a small number of Working Groups to undertake specific work streams to deliver against the [Strategic Safety Plan](#).
- Approving Working Group Charters.
- Approving the Safer Together communications strategy and external engagement strategies.
- Approving Work Plan items and budget proposals from Working Groups.
- Monitoring achievement of Working Group Work Plans.
- Approving Working Group Work Plan deliverables prior to launch for Industry implementation.
- Monitoring the implementation and effectiveness of Safer Together initiatives.

3.3 Individual SLG Members are responsible for:

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- Attending SLG meetings and actively participating in SLG decisions/discussion. Any member of the SLG 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 Co-Chairs. This may result in the member's removal from the Group.
- Arriving at SLG meetings prepared to make decisions and engage in discussions, this includes familiarisation with materials circulated as pre-read.
- Meeting their own costs to attend and participate in SLG meetings and Industry Safety Forum events.
- Consulting with stakeholders in their own company (particularly members of Working Groups) regarding SLG decision / discussion items.
- Committing their company to lead the Industry in adopting/deploying Safer Together initiatives.

3.4 Working Group Co-Champions are responsible for:

- Being an information conduit / link between the SLG and their Working Group.
- Ensuring 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 steering/monitoring implementation of the approved Work Plan.
- Ensuring that every Work Plan proposal and budget application prepared for SLG approval is based on a Detailed Project Plan and clearly aligned with the [Strategic Safety Plan](#).
- Ensuring that Member companies are consulted in developing Working Group initiatives.
- Sponsoring Working Group proposals into the SLG and providing reports and updates about the activities of their Working Group.
- Providing feedback, steer and information from the SLG to their respective Working Groups.
- Seeking SLG endorsement prior to launching any initiative. This should include information about how member companies were consulted during the development of the initiative – and how member company feedback was addressed in preparing the initiative for launch. It should also include information on how the initiative will be communicated to the Industry and how implementation and effectiveness of the initiative will be measured against clearly defined KPIs and targets.
- Approving P.O.s and invoice payments as the relevant Budget Holder under the [Manual of Authorities](#).

3.5 Members of the APPEA Qld HSO Committee are responsible for:

- Collaborating, leveraging HSE expertise and delivering on key tasks/actions assigned by, or proposed to, the SLG.
- Identifying emerging HSE or regulatory strategic risks, and potential recommendations for the SLG, to support the objectives of Safer Together.
- Providing support and challenge to their assigned Working Group.
- Establishing a sustained positive working relationship between Safer Together member company HSE Managers to guide, challenge and align on priorities and focus areas.

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- Providing an interface / focal point for collaboration with: Safer Together WA/NT Safety Observers; APPEA EHS Committee; International HSE Forums.

3.6 The Forum Coordinator is responsible for:

- Planning and co-ordinating preparations for, and follow-up of, SLG meetings.
- Creating/collating and disseminating the agenda, pre-read and minutes of each SLG meeting.
- Maintaining the SLG meeting schedule.
- Managing the process for nominating, selecting and on-boarding new SLG members.
- On-boarding new Working Group Co-Champions.
- Supporting SLG members to fulfil their roles.
- Maintaining and publishing the list of SLG members.
- Maintaining the SLG Contact List.
- Developing the Safer Together communications strategy and external engagement strategies.
- Appointing a Secretary to each Working Group.

4. MEETING MANAGEMENT AND REPORTING

- 4.1 The SLG will meet no less than 9 times a year (notionally every 6 weeks). Notification of SLG meeting dates for the calendar year will be set at the start of that year.
- 4.2 The meeting agenda and any pre-reading will be circulated at least 3 days prior to each meeting. Minutes of each meeting will be circulated within a week after each meeting.
- 4.3 Meeting attendance in person is preferred. However, members may attend by videoconference or by telephone. If a member is unable to attend, their designated alternate representative may attend on their behalf.
- 4.4 The SLG may hold valid deliberations and take valid decisions only if a quorum is met, with at least 3 representatives from the Operating Companies and 7 representatives from Contract Partner Companies.
- 4.5 Decisions of the SLG will generally be by consensus and, where required, by a simple majority of voting members present. There is no formal requirement for SLG members to consult industry sector colleagues, but they may choose to do so if they consider it will improve decision-making about a particular safety matter.

5. QLD NATURAL GAS E&P INDUSTRY SAFETY FORUM (ISF)

- 5.1 The ISF comprises the SLG members and the senior leaders of all member companies. It acts as a review body for the ongoing development and delivery of the [Strategic Safety Plan](#).
- 5.2 At least 1 ISF event will be held each year. The SLG intends that the ISF will be the only senior management led contractor safety forum within the Industry, to improve efficiency.

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6. WORKING GROUPS

- 6.1 Membership of the Working Groups is open to all Operating Companies and Contract Partner Companies who participate in the ISF.
- 6.2 A minimum of 1 Champion for each Working Group will be drawn from the SLG members. Ideally each Working Group will have one Operator Co-Champion and one Contractor Co-Champion.
- 6.3 Each Working Group will develop a Charter, for approval by the SLG.

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

10th June 2021

Signed: Co-Chair (Operating Companies)

Signed: Co-Chair (Contract Partner Companies)

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