



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

The Process Safety Working Group (PSWG) is established under s3.2 of the [Safety Leaders Group \(SLG\) Charter](#) to undertake specific work streams to deliver against relevant Areas of Focus in the [Strategic Safety Plan](#).

Members

There is no specific requirement for the number of Working Group members. Ideally, however, the Working Group should be comprised of no less than 12 and no more than 20 members.

Operating Company and Contract Partner Company Working Group 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 PSWG is to pursue specific work streams to deliver against relevant Areas of Focus in the [Strategic Safety Plan](#) for the Queensland Natural Gas E&P Industry.

Principles:

- a) Safety provides a common advantage, and all participants will adopt a cooperative approach to sharing safety management practices.
- 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 on the Working Group.

- 1.2 The Strategic Themes for the Group are to:

- Develop the capabilities to understand and manage Process Safety risks.
- Share process safety learnings.
- Connect with listen to and bring the workforce into the Process Safety conversation to foster a strong safety culture.

- 1.3 The Scope of the Group includes:

- Process Safety at all levels in an organisation, from ground floor personnel through to the most senior levels of management.
- Process Safety across the sector including Operators, Contractors and sub-contractor workforces.

Version	2.0	Document Owner	WGroup Secretariat
Released	10 June 2021	Review Date	31 December 2023



2. MEMBERSHIP AND GOVERNANCE

- 2.1 Members of the Working Group are either subject matter experts or user representatives. Although it is desirable that the Group is formed primarily from 'the line', representatives of the Industry's the HSE Function are eligible to join the Group.
- 2.2 Membership of the Working Group is open to all Operating Companies and Contract Partner Companies who are members of Safer Together.
- 2.3 Members of the Working Group must have authority to make decisions on behalf of the organisations that they represent.
- 2.4 The SLG will appoint a minimum of one Champion for the Working Group, drawn from the SLG members. Ideally each Working Group will have one Operator Co-Champion and one Contractor Co-Champion.
- 2.5 At the discretion of the Working Group Co-Champion(s), a representative of a non-member organisation may be co-opted to join the Working Group as a non-voting observer.
- 2.6 At the discretion of the Working Group Co-Champion(s), a representative from a Regulatory body may be invited to join the Working Group as a non-voting observer. The SLG will be informed of any such invitation.
- 2.7 Where a representative of a non-member organisation or Regulatory body is co-opted to the Working Group and/or a Project Team, it is understood that this will only be done in exceptional circumstances, for a specific purpose and for a limited duration.
- 2.8 The Working Group may invite other stakeholders to attend a meeting as a non-voting observer to assist with its discussions on any particular matter.
- 2.9 Working Group meetings will be Chaired by a Co-Champion or by a Chair elected from its voting members.
- 2.10 The Working Group will form Project Teams to deliver the Work Plan. Each Project Team will have a Leader appointed by the Working Group. The Working Group will also appoint Project Team members. It is expected that all Working Group members will be appointed to at least one Project Team. At the discretion of the Working Group Co-Champion(s) Project Team members may be co-opted from outside of the Working Group members.
- 2.11 Each Project Team will be assigned a Secretariat Focal Point by the Forum Coordinator.
- 2.12 Working Group members may appoint a delegate. This delegate is expected to speak/vote with the member's full authority. It is not necessary to formally appoint a delegate. However, for consistency, it is expected that each Working Group member only has one person who will serve as their delegate.
- 2.13 Each Working Group will have one member of the APPEA Qld HSO Committee assigned as a Focal Point.

Version	2.0	Document Owner	WGroup Secretariat
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3. ROLES AND RESPONSIBILITIES

3.1 Working Group Co-Champions are responsible for:

- Being an information conduit / link between the SLG and their Working Group.
- Reviewing nominations and appointing Working Group members.
- 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](#).

3.2 The Working Group Chair is responsible for:

- Chairing Working Group meetings.
- Liaising with the Working Group Secretary to finalise the Agenda for each Working Group meeting.

3.3 As a Group, the Working Group is responsible for:

- Setting up and coordinating a small number of Project Teams to undertake specific work streams to deliver against relevant Areas of Focus in the [Strategic Safety Plan](#).
- Reviewing and endorsing Work Plan items and budget proposals for SLG approval.
- Monitoring achievement of Working Group Work Plans and budget vs spend.
- Endorsing Working Group Work Plan deliverables prior to seeking SLG approval to launch for Industry implementation.
- Monitoring the implementation and effectiveness of Working Group initiatives.

Version	2.0	Document Owner	WGroup Secretariat
Released	10 June 2021	Review Date	31 December 2023



3.4 Individual Working Group Members are responsible for:

- Attending Working Group meetings and actively participating in Working Group decisions/discussion. Any member of the Working 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 Co-Champion(s). This may result in the member's removal from the Group.
- Arriving at Working Group 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 Working Group meetings and Industry Safety Forum events.
- Consulting with stakeholders in their own company (particularly SLG members and members of other Working Groups) regarding Working Group decision / discussion items.
- Committing their company to lead the Industry in adopting/deploying Working Group initiatives.

3.5 Project Team Leads are responsible for:

- Developing a Detailed Project Plan and budget application for Working Group endorsement prior to presentation to the SLG for approval.
- Collaborating, as necessary, with: other Qld Working Groups; related WA/NT Working Groups; external stakeholders (e.g. Regulatory bodies, other Industry Associations).
- Coordinating the working activities of the Project Team, including Project Team meetings / workshops.
- Delivering presentations to the Working Group and / or SLG as needed.
- Preparing recommendations for Working Group endorsement / approval prior to presentation to the SLG for approval.
- Coordinating processes to monitor achievement of Working Group Work Plans and monitoring budget vs spend, and reporting same to the Working Group.
- Endorsing P.O.s and invoice payments (for approval by the WG Co-Champion where > \$5,000) as the relevant Project Team Lead under the [Manual of Authorities](#).

3.6 Project Team members are responsible for:

- Conducting working activities assigned by the Project Team.
- Attending, and participating in, Project Team meetings / workshops.
- Consulting with stakeholders in their own company regarding Project Team activities.

3.7 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 Working Group.

Version	2.0	Document Owner	WGroup Secretariat
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- Identifying emerging HSE or regulatory strategic risks, and potential recommendations for the Working Group.
- Providing support and challenge to the Working Group.

3.8 The Working Group Secretary is responsible for:

- Planning and co-ordinating preparations for, and follow-up of, Working Group meetings.
- Creating/collating and disseminating the agenda, pre-read and minutes of each Working Group meeting.
- Maintaining the Working Group meeting schedule.
- Managing the process for nominating, selecting and on-boarding new Working Group members.
- On-boarding new Working Group Chairs.
- Supporting Working Group members to fulfil their roles.
- Maintaining and publishing the list of Working Group members.
- Maintaining the Working Group Contact List.
- Ensuring that website information about the Working Group and its activities is maintained as current.

3.9 The Project Team Secretariat Focal Point is responsible for assisting the Project Team Lead to:

- Conduct Project Team meetings and workshops.
- Developing Detailed Project Plan and budget.
- Monitor achievement of Working Group Work Plans and budget vs spend.
- Processing P.O.s and invoice payments.

Version	2.0	Document Owner	WGroup Secretariat
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4. MEETING MANAGEMENT AND REPORTING

- 4.1 The Working Group will meet at least once every 6 weeks. Notification of meeting dates for the calendar year will be set at the start of each 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 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.
- 4.4 Recommendations of the Working Group will generally be by consensus and, where required, by a simple majority of voting members present.

This Charter was endorsed by the members of the Working Group and subsequently approved at a meeting of the Queensland Safety Leaders Group on 10 June 2021.

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