

Safety Leaders Group Charter

Chair

- 1 Co-Chair (Operating Companies)
- 1 Co-Chair (Contract Partner Companies)

Secretariat

Coordinator, Queensland Natural Gas E&P Industry Safety Forum

The overall charter is to build a community of leaders with shared acceptance of responsibility for achieving the vision "Together, develop a safer Natural Gas Exploration & Production industry in Queensland", and to develop and steer implementation of the Queensland Natural Gas E&P industry strategic safety plan.

Members

The SLG comprises 21 members, all of whom are senior leaders (refer to Appendix 1):

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

Terms of Reference

1. OBJECTIVES AND SCOPE

- 1.1 The overarching primary objective of the Safety Leaders Group (SLG) is to improve safety performance in the Queensland Natural Gas E&P industry sector.

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 Membership of the SLG and Queensland Natural Gas E&P Industry Safety Forum (ISF) is focused initially on Operating Companies and Contract Partner Companies. Engagement of other stakeholders will be considered in due course. The SLG may invite other stakeholders to attend a meeting to assist with its discussions on any particular matter.

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- 2.2 External facilitation and coordination support for the SLG is provided under the Queensland Natural Gas E&P Industry Safety Forum. The role of the facilitator is to plan and co-ordinate preparations for, and follow-up of SLG meetings, to support Group members in fulfilling their roles, and to provide a secretariat at SLG.
- 2.3 The SLG elects 2 Co-Chairs from its members, each for a nominal term of 1 year. These 2 officers represent the Operating Companies and the Contract Partner Companies.
- 2.4 The nominal term of office for Contract Partner representatives is 2 years. No more than 50% of the Contract Partner representatives will change out at one time, to maintain continuity. The process for rotating new representatives will be developed by the SLG on behalf of the Queensland Natural Gas E&P Industry Safety Forum.
- 2.5 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.
- 2.6 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.
- 2.7 Decisions of the SLG will generally be by consensus and, where required, by a simple majority of 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.
- 2.8 Initial costs of establishing the SLG and ISF will be borne by the members of the Queensland Natural Gas E&P Industry Safety Forum. Members are responsible for meeting their own costs for attending and participating in meetings and forums. A membership cost model will be developed and membership fees will be reviewed annually by the SLG. Specific expectations of members will be set by the SLG.
- 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 Co-Chairs and may result in the member's removal from the Group.

3. MEETING MANAGEMENT AND REPORTING

- 3.1 The SLG meets 6 times a year (every 2 months). Notification of SLG 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 SLG's effectiveness and terms of reference will be reviewed annually by the Group against the agreed industry strategic safety plan, including a review of membership.
- 3.4 The SLG also develops the terms of reference for the ISF. The Forum's effectiveness and terms of reference will be reviewed annually by the Group.
- 3.5 Terms of reference for each Working Group will be developed by the particular Working Group, and agreed by the SLG.
- 3.6 A communications plan and process to engage relevant stakeholders will be developed for the SLG's approval.

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

- 4.1 The ISF comprises the SLG members and the senior leaders of the broader sector of Contract Partner Companies. It acts as a review body for the ongoing development and delivery of the Industry Strategic Safety Plan.
- 4.2 The ISF will be held 2 times per year in Brisbane. The SLG intends that ultimately the ISF will be the only senior management led contractor safety forum within the industry, to improve efficiency.

5. WORKING GROUPS

- 5.1 The SLG will set up and coordinate a small number of Working Groups to undertake specific work streams to help finalise and deliver against the Queensland Natural Gas E&P Industry Strategic Safety Plan.
- 5.2 Membership of the Working Groups is open to all Operating Companies and Contract Partner Companies who participate in the ISF.
- 5.3 A minimum of 1 Champion for each Working Group will be drawn from the SLG members.
- 5.4 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.
- 5.5 The SLG sanctions the following Working Group topics:
- Safety Leadership
 - Competence and Behaviour
 - Land Transport
 - Process Safety
 - Rig Site Safety
 - Communications.

6. DELIVERABLES

- 6.1 The SLG is tasked with ensuring the following deliverables are produced:
- Working Group work plans and budgets
 - Working Group progress reports against work plans
 - The Queensland Natural Gas E&P Industry Strategic Safety Plan.
- 6.2 Specific measures of success for the SLG 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 Safety Leaders Group meeting held on:

23rd February 2017

Signed:  Co-Chair (Operating Companies)

Signed:  Co-Chair (Contract Partner Companies)

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