



## MarineSafe – Steering Committee Meeting

**LOCATION:** 20 Mews Road, Fremantle, SVITZER Office

**DATE / TIME:** 15:30 – 16:30 10 November, 2016

**Distribution List:** Steering Committee Members

### Agenda

Item	Lead	Start	End
Welcome	Rod Walton – Chairman	15:30	15:35
APPEA Joint Forum Review & Feedback	All	15:35	16:00
MarineSafe themes ideas for 2017	All	16:00	16:15
Last 2016 Steering committee meeting and function for all members.	Rod Walton	16:15	16:20
AOB - Review of Action Points and close out	All	16:25	16:30

### Key Discussions Points – Meeting Minutes

Item	Key points
1. JOINT Forum (APPEA)	<ul style="list-style-type: none"> <li>- The first presentation on the development of Safety Cases was particularly interesting.</li> <li>- The dropped object presentation was good however; it was felt that the opportunity for further discussion and agreement on actions was missed.</li> <li>- It was disappointing that a high number of MSF members who had said that they would attend did not show up, especially given that there was 30 on the waiting list. Need to provide instruction for how names on tickets can be changed for future joint forums.</li> </ul>



Item	Key points
<p><b>2. MarineSafe Forum themes for 2017</b></p>	<ul style="list-style-type: none"> <li>- Steering Committee agreed on the themes for the first two Forums, subsequent Forum themes should be decided next year as significant themes may arise before then that the Forum may want to table.</li> <li>- First two forums will be:               <ul style="list-style-type: none"> <li>o 1<sup>st</sup> Forum – Small boat operations – Chevron will host</li> <li>o 2<sup>nd</sup> Forum – Towing – <b>host TBC</b></li> </ul> </li> <li>- In order to maximise attendance, all Steering Committee members are to reach out into industry bodies to see if any industry forums/events are being run around mid March – mid April and mid June – mid July. Members to feedback in December meeting where Forum dates will be decided.</li> </ul>
<p><b>3. Last Steering Committee meeting of the year and Chairman hand-over.</b></p>	<ul style="list-style-type: none"> <li>- The last Steering Committee meeting of 2016 will be held at Swire Pacific Offshore with a gathering together afterwards at the Federal Hotel, Fremantle.               <ul style="list-style-type: none"> <li>➤ Rod has sent an invitation out to all members. Invitation is open to others who wants to join in.</li> </ul> </li> <li>- A Chairman handover meeting was held on 9<sup>th</sup> Nov. The remaining polo shirts and petty cash handed was handed over. Jeff Knight and Steve Harris hold access to the MSF bank account, Jeff Knight to be contacted so that the name is changed over to the new Chairman.               <ul style="list-style-type: none"> <li>➤ Heaton Walsh from GO will contact Jeff.</li> </ul> </li> </ul>
<p><b>4. AOB</b></p>	<ul style="list-style-type: none"> <li>- Offshore Project Safe Forum – 29 Nov, MarineSafe has two seats at this event. Alastair will take one seat, if anyone wants the other seat; reach out to Rod, Alastair or Amanda.</li> <li>- Ambiguity around the definition of 12 nautical miles as per MARPOL, Rod will send out an Alert to clarify the situation.</li> <li>- A suggestion was tabled by Chevron around running a quarterly theme on the MarineSafe website, Michael Tait will come back with more information on this in the December meeting.</li> </ul>



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	<ul style="list-style-type: none"> <li>- A suggestion was tabled by Rod on developing a positive action/observation process that would complement the Safety Alert process.               <ul style="list-style-type: none"> <li>➤ Alastair to check with Anna Schwartz and Jeff Hinnrichsen if they can investigate and propose a template for the December meeting.</li> </ul> </li> <li>- The Steering Committee discussed whether the presentations at Forums could be filmed and posted on the MarineSafe website, Rob Hildebrand to comment if this is possible.</li> </ul>

## Actions

Item	Action	Owner	Target Date	Status
1.	Investigate if any industry forums/events are being run around mid March – mid April and mid June – mid July which could complement the MSF. To report back at December meeting.	SCM members	8-Dec	
2.	Contact Jeff Knight in order to transfer bank account name to Alastair Martin.	Heaton Walsh	8-Dec	
3.	Propose how quarterly themes could be hosted on the MSF website.	Michael Tait	8-Dec	
4.	Propose a positive action/flash template and process.	A. Martin Anna Schwartz Jeff Hinnrichsen	8-Dec	
5.	Investigate whether Forum presentations could be video filmed and hosted on the MSF website.	Rob Hildebrand	8-Dec	

OFF TRACK	
ON TRACK	



<b>Next Meeting</b>	<b>Date:</b> 8 December <b>Location:</b> SWIRE Office (Atwell Building, Level 2, 3 Cantonment Street, Fremantle) <b>Time:</b> 15:30
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