



MarineSafe Australasia Charter

1. Purpose

Partnering with Industry to encourage marine safety without borders.

2. Objectives and Expectations

To achieve this goal, we will -

- i. Initiate discussions related to maritime safety issues in an open forum of MarineSafe Members, service users and providers
- ii. Identify areas of particular concern and through stakeholder engagement agree on corrective or preventative actions required in order to prevent the realization of major incidents.
- iii. Take pre-emptive action on minor safety issues which have the potential to escalate to an unacceptable level of risk.
- iv. Work together to share safety information, lessons learned and good practice across the whole industry.
- v. Actively champion and facilitate the development of good practices and initiatives to promote safety within the maritime sector of the Australasian Oil and Gas Industry
- vi. MarineSafe shall periodically assess the effectiveness of its Objectives, MarineSafe shall review and amend this Charter periodically under the guidance of the MarineSafe Steering Committee.
- vii. MarineSafe encourages Industry Guidelines to be made available to and followed by all those involved in the marine related processes

MarineSafe expects that its General Membership will: -

- i. Promote within their own organisation and the greater Oil and Gas Industry, the benefits of participating with MarineSafe and actively encourage non-members to join MarineSafe
- ii. Ensure that personnel within their organisation actively participate and attend MarineSafe forums and events
- iii. Consider formally adopting the philosophy of sharing information relating to incidents/events/learnings within the Oil and Gas Industry by utilising MarineSafe as the vehicle to facilitate the sharing of such information into their organisations Safety Management System
- iv. Participate in the activities of MarineSafe without commercial motive, gain or loss.



Members encourage the promotion and development of a “responsibility for safety” culture within their own organisation. A culture of Responsibility for Safety, which means, amongst other things, that employees are required to work safely, follow procedures and guidelines, look after colleagues and intervene when unsafe behaviour is observed within their own organisation.

3. MarineSafe Composition

3.1 General

- 3.2.1 MarineSafe will consist of organisations and individuals who have an active role in the marine sector of the Australasian Oil and Gas industry. These will be known as the General Members.
- 3.2.2 MarineSafe will be governed by a Steering Committee consisting of representatives of the General Membership.

3.2 General Members

- 3.2.3 All participants in the marine sector of the Australasian Oil and Gas industry are entitled to be members of MarineSafe.
- 3.2.4 At the beginning of every calendar year the Coordinator will contact all members to confirm membership status. Unless written confirmation is received stating that an individual wish to resign as a member of MarineSafe it is assumed that membership is continued for a further 12 months.

3.3 Steering Committee

- 3.3.1 The role of the Steering Committee is to:
 - i. Ensure that the activities of MarineSafe align with the Purpose, Objectives and Expectations of the body.
 - ii. Develop a calendar of events and activities for each year that support the Purpose, Objectives and Expectations of the body.
- 3.3.2 The Steering Committee will consist of representatives of organisations comprised of the following:
 - i. Vessel Operator Organisations
 - ii. Oil Company Organisations
 - iii. Maritime Industry Participant Organisations
- 3.3.3 The Steering Committee will appoint a Chairperson from amongst its members.
- 3.3.4 In order to be eligible to be a member of the Steering Committee an organisation must;
 - i. Participate in their allocated roles for the year, helping support the Organization to achieve its objectives.



- 3.3.5 A Steering Committee member who does not meet the Key Performance Indicators stated above will lose Steering Committee membership eligibility for a period of 12 months.
- 3.3.6 Each Organisation serving on the Steering Committee will appoint a Focal Point who will be the main contact to coordinate the activities of MarineSafe within their organisation.
- 3.3.7 The Focal Point can appoint a Delegate to attend Steering Committee meetings on their behalf.
- 3.3.8 Regulatory body representatives are welcome and encouraged to attend and contribute at Steering Committee meetings. Regulatory body representatives will not form part of the elected Steering Committee and will not be entitled to vote in Steering Committee membership elections.
- 3.3.9 A calendar will be published in December of each year with dates set for each Steering Committee meeting.

3.4 Chairperson (2017/18 – Alastair Martin - SVITZER)

- 3.4.1 The Chairman will provide leadership, guidance and direction for MarineSafe.
- 3.4.2 The Chairman can be drawn from any of the General Members.
- 3.4.3 The Chairman is appointed for a period of no longer than two years.
- 3.4.4 The Organisation of the Chairman can not renominate for the role of Chairman immediately following the expiry of their term.
- 3.4.5 The Chairman will be appointed on the basis of a vote by the Steering Committee including the outgoing Chairman.
- 3.4.6 An Organisation serving on the Steering Committee seeking election as Chairman can not vote for themselves however they can exercise the right to abstain from the vote.
- 3.4.7 The Chairperson must attend at least 75% of all scheduled Steering Committee meetings. This requirement can't be delegated to other members of the Chairperson's Organisation.
- 3.4.8 The role of Chairperson can be undertaken by more than one person however the requirements stated in 3.4.1-3.4.7 shall be applicable for each individual elected to the role.

3.5 Deputy Chair (2017/18 – Michael Desa – Chevron)

- 3.5.1 Deputy Chair will provide support to the Chairperson in case of his/her absence.
- 3.5.2 Provide support during Forum organizations, sharing the decisions and meeting attendance of extra Forum items that might emerge.



3.6 MarineSafe Coordinator (2017/18 – Amanda Amaral – Quadrant)

- 3.6.1 A Coordinator will be elected by the Committee.
- 3.6.2 The Coordinator's role consists of the following:
 - i. Assist the Steering Committee with the planning, facilitation and feedback from MarineSafe Forums.
 - ii. Assist the Steering Committee monthly meetings with the planning, facilitation and feedback from monthly meetings.
- 3.6.3 More than one person can be appointed to perform the functions of the Coordinator.
- 3.6.4 The Coordinator does not form part of the elected Steering Committee.
- 3.6.5 The Coordinator can be an employee of an organisation already represented on the Steering Committee.

3.7 Safety & Pro-active Alerts Coordinator (2017/18 – Farstad)

- 3.7.1 Any member that has voluntarily accepted to participate in the Forum as distributor and sharing of learnings, alerts and positive information to the Forum members.

3.8 Assistant Safety & Pro-active Alerts Coordinator (2017/18 – Woodside)

- 3.8.1 Provide assistance to the Alerts role by helping gather alerts and develop pro-active information to be shared between the members.

3.9 IT & Communications Coordinator (2017/18 – Rob Hildebrand - Chevron)

- 3.9.1 Responsible for assisting the Forum with all IT requirements involving the MarineSafe website.
- 3.9.2 Responsible for maintaining up to date information in the website.

3.10 Assistant IT & Communications Coordinator (2017/18 – Bhagwan Marine)

- 3.10.1 Assistant to provide ad hoc support to the IT & Communications Coordinator.
- 3.10.2 Focus on promoting MarineSafe through Facebook and LinkedIn accounts.

3.11 Forum Venue Coordinator (FORUM HOST)

- 3.11.1 As the Forum Host, the member Company is responsible for ensuring all logistics required for hosting the Forum are available and working; this covers: IT requirements, Audio-visuals set-up, liaise with person responsible



for coordinating afternoon tea and any other sponsorship to ensure it is received on time and confirmed accordingly.

3.12 Forum Keynote Speaker and Sponsor coordinator (2017/18)

- 3.12.1 Responsible for finding a keynote speaker for a Forum that is relevant to the Forum theme.
- 3.12.2 Responsible for finding and coordinating sponsorship for the Forums, ensuring all coordination required with the Forum Host (Venue Coordinator) for catering purposes. This includes sponsorship for Forum functions (after Forum drinks) if required.

3.13 Forum Presentation Coordinator (2017/18 – MMA and DOF)

- 3.13.1 Responsible for finding two (2) presenters/presentations for the Forum. This role is carried out on a yearly basis.
- 3.13.2 The other two (2) presentations required shall be the responsibility of the Chairperson and coordinator roles to provide support in finding those.

3.14 Quarterly Themes Coordinator (2017/18 – Chevron and Toll)

- 3.14.1 Responsible for managing the content for the quarterly themes initiative in the MSF website.
- 3.14.2 Drive alignment in the themes between each of the industry forums/groups.
- 3.14.3 Themes are quarterly driven by Forum themes; they must be aligned.

3.15 Assistant Quarterly Themes Coordinators (2017/18 – Shell, Westsea and Swire)

- 3.15.1 Responsible for assisting the above coordinator in managing content.

3.16 Combined Forum Group Coordinator (Amanda Amaral)

- 3.16.1 Responsible for being the central liaison point for MarineSafe in relation to the combined safety forum project group.



4 MarineSafe Forums

- 4.1 Forums have the objective of bringing information to members, focusing on a specific agreed theme.
- 4.2 Forums will happen 3 times a year, being flexible to achieve the best outcome decided by the Steering Committee.
- 4.3 5 presentations shall be allocated, within a 30 minutes' slot including Q&A. Forums will be run from 1:30pm to 4:30pm leaving 30 minutes extra for Chairperson welcome, safety briefings, any sponsor presentation and any extra time might be required for Keynote or other presenter.
- 4.4 Forum support roles are organized in a manner to ensure the best presentations and keynote speakers according to the theme are found.

5 Steering Committee Meetings

- 5.2 A calendar will be published in December of each year with dates set for each Steering committee meeting.
- 5.3 Different hosts are to be allocated between Vessel operators and Oil Companies.
- 5.4 The meetings have the purpose to bring discussion and raise awareness of Marine Safety and operational improvements, challenges and initiatives.

6 Finance

- 6.2 The income and property of MarineSafe shall be applied solely towards the promotion of the objectives of MarineSafe, and no part of it shall be paid or transferred, directly or indirectly, by way of dividends, bonus or otherwise by way of profits to members of MarineSafe.
- 6.3 The Full Meetings/Forums will be free of charge.
- 6.4 Periodic levies may be made to meet extra-ordinary costs.