



# MarineSafe – Steering Committee Meeting

**LOCATION: SVITZER** – 20 Mews Rd, Fremantle

**TIME/DATE:** 15:30 – 16:30, Thursday 14<sup>th</sup> of September 2017

**Distribution List:** Steering Committee Members

## Agenda

Item	Lead	Start	End
Welcome	A.Martin	15:30	15:35
OE Moment - Maersk Supply Service	D.Kearney	15:35	15:40
Working Groups moving forward: <ol style="list-style-type: none"> <li>1. Structure presentation</li> <li>2. How it should work (including quarterly themes)</li> <li>3. Moving forward</li> </ol>	All	15:40	15:50
DP Workshop in Perth	K.Polson	15:50	16:10
APPEA HSE Forum in October <ul style="list-style-type: none"> <li>• Sub-committee members</li> </ul>	All	16:10	16:20
AOB	All	16:20	16:25
Review of any actions	All	16:25	16:30

## Minutes of Meeting

Item	Key points
1. <b>Working Groups</b>	<ul style="list-style-type: none"> <li>• The new proposed structure was reviewed and a decision was made that the Steering Committee will be open for all Companies currently involved in the Committee, not 5 x oil companies and 5 x shipping companies as previously tabled.</li> <li>• 4 Working Groups are now set-up. The lead companies who will act as Working Group Heads are: Svitzer, Farstad, Woodside and Quadrant.</li> <li>• A number of companies have confirmed their participation within certain Working Groups.</li> </ul>



Item	Key points
	<ul style="list-style-type: none"> <li>• Remaining companies are to apply to the applicable Working Group Head they would like to be part of by Friday 22<sup>nd</sup> September.</li> <li>• Any companies who have not applied to join a Working Group by this date may be asked to leave the Steering Committee.</li> <li>• Overview of companies is referenced at the end of these minutes.</li> </ul>
<p>2. <b>DP Workshop</b></p>	<ul style="list-style-type: none"> <li>• DP Workshop initiative presented by K.Polson.</li> <li>• Potential Workshop date: Q2 2018.</li> <li>• The Workshop requires sponsorship only for the venue, tea/coffee and lunch for 2 days.</li> <li>• Number of personnel to be decided depending on location, most likely around 50 people: limited attendance to Technical Personnel, DPO's and Marine Superintendents.</li> <li>• DP Workshop focus to be decided closer to date.</li> <li>• Chevron/Woodside to look at potential venue within their buildings.</li> <li>• K. Polson to provide further feedback at next meeting.</li> </ul>
<p>3. <b>APPEA HSE Forum</b></p>	<ul style="list-style-type: none"> <li>• Sub-committee and presentation confirmed.</li> <li>• Chairman will be presenting on behalf of the Committee for the MarineSafe Forum introduction presentation.</li> <li>• Safety Innovation presentation being currently reviewed for the Conference.</li> <li>• 1 Steering Committee member needed to take part in the panel discussion on behalf of MarineSafe, will ask Charlie Baker if he would like to do this.</li> </ul>
<p>4. <b>AOB</b></p>	<ul style="list-style-type: none"> <li>• Quarterly theme for the website – info needs to be provide asap to R.Hildebrand. Action open for Improvement WG.</li> <li>• Chris (AMSA) mentioned about the work BHP is currently doing on the mooring space. Chris to share the contact person from BHP to Chevron (M.Des).</li> </ul>



Confirmed					Remaining Companies
	Administrative	Improvement	Interface	Forum	
Head	Svitzer	Farstad	Quadrant	Woodside	BHP
	Chevron	Chevron	Svitzer	Maersk	Conoco Phillips
	Maersk	Inpex	Bhagwan		DOF
		Toll	Chevron		Global
		AMSA			GO
					MMA
					MPH
					Shell
					Smit L
					Swire
					Westsea
					SIEM

## Actions

1	WEL and Chevron to check on available meeting rooms at QV1 and Woodside building for the DP Workshop.	M.Desha N.Read	30-Oct	
2	Update on potential DP Workshop	K. Polson	12-Oct	
3	Finalise presentation for the APPEA HSE Conference	T.Jeffrey A.Martin M.Desha	12- Oct	
4	Contact Charlie Baker to check his availability in being part of the APPEA Panel session.	A.Amaral	12-Oct	
5	Mooring safety – investigate as a Quartely Theme topic.	Improvement Working Group	12-Oct	<b>TBC</b>
			<b>OFF TRACK</b>	
			<b>ON TRACK</b>	

<b>Next Meeting</b>	<p><b>Date: 12<sup>th</sup> October</b></p> <p><b>Location: Woodside</b></p> <p><b>Time: 15:30</b></p>
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Partnering with industry to enable  
one respected voice in marine safety

