



Partnering with industry to enable
one respected voice in marine safety



MarineSafe – Interface Working Group (IWG) Meeting

LOCATION: *Quadrant Energy – Perth CBD*

TIME/DATE: *2:30 – 4:30, 3rd November 2017*

Distribution List: *IWG Members plus Chairman*

Agenda

Item	Lead	Start	End
<ul style="list-style-type: none">Welcome / Safety Share	C Trowbridge		
<ul style="list-style-type: none">Increasing the MarineSafe membership base	All		
<ul style="list-style-type: none">Promote MarineSafe membership	All		
<ul style="list-style-type: none">Build relationship with external stakeholders/other groups.Sharing information and pooling resources.	All		
<ul style="list-style-type: none">Funding and sponsorship	All		
<ul style="list-style-type: none">Directing communication through the MarineSafe website	All		
<ul style="list-style-type: none">Effective use of social media	All		
<ul style="list-style-type: none">AOB	All		



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Minutes of Meeting

Item	Key points
<p>1. Welcome / Safety Share</p>	<p>Attendees: Alastair Martin (AM) Ben Shuttleworth (BS) Helen Keys (HK) Chris Trowbridge (CT)</p> <p>Apologies: Raelene Fisher (RF) Michael Desa (MD) Rob Hildebrand (RH) Guy Butler (GB) Joseph Pereira (JP) Jeff Summers (JS)</p> <p>First meeting of the Interface Working Group was opened a pre-meeting with CT and AM held to discuss the focus and direction of this grp and agenda for the meeting</p> <p>Safety Share A brief discussion was held on the recent incident relating to the testing of the fire hydrant event and what actions had been taken to communicate and prevent a similar event occurring</p> <p>The topic of mental health and wellness was discussed in light of the recent incident in Darwin (Action Item for the Improvement WG noted)</p>
<p>2. Increasing the MarineSafe membership base</p>	<ul style="list-style-type: none"> • Validate the current data base of MarineSafe 'members' at all levels • Discussion held on current level of membership and how active those members are • Commitment levels of those at: <ul style="list-style-type: none"> ○ Steering Committee ○ Working Group General Members
<p>3. Promote MarineSafe membership</p>	<ul style="list-style-type: none"> • On-going discussion to make the affiliation to MarineSafe exclusive, certification of membership was discussed that will require funding (point5) and the use of the MarineSafe logo on signature blocks to be considered



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<p>4. Build relationship with external stakeholders/other groups. Sharing information and pooling resources.</p>	<ul style="list-style-type: none"> • There are a number of forums and other resources that provide information to the marine sector, but not all feed into one central point for distribution, this should be MarineSafe? • Identify these points of reference, contact and define communication plan / strategy
<p>5. Funding and sponsorship</p>	<ul style="list-style-type: none"> • Funding and sponsorship required for forums, networking events, certification of membership etc. • The WG needs to clearly outline and define what funding is required for, levels of funding and what recognitions looks like
<p>6. Directing communication through the MarineSafe website</p>	<ul style="list-style-type: none"> • Define the process for centralization and distribution of information • Understand the capability of MarineSafe website • Make the MarineSafe website more interactive and updates more regular • Should the maintaining of MarineSafe website and Linked In page be rotated?
<p>7. Effective use of social media</p>	<ul style="list-style-type: none"> • The group reviewed the current Linked In site and discussed its effectiveness and as a means of communication • Should MarineSafe create a 'Group' over a Profile • There were two Linked In profiles for MarineSafe • What is capability and are we maximizing the potential of Linked In • It was agreed to discontinue with the Facebook site as this is not a professional forum • Confirm if MarineSafe does have a Twitter account and cancel if there is
<p>8. AOB</p>	<ul style="list-style-type: none"> • Discussed links between MarineSafe work and OCIMF

Next Meeting:

7th December

Time:

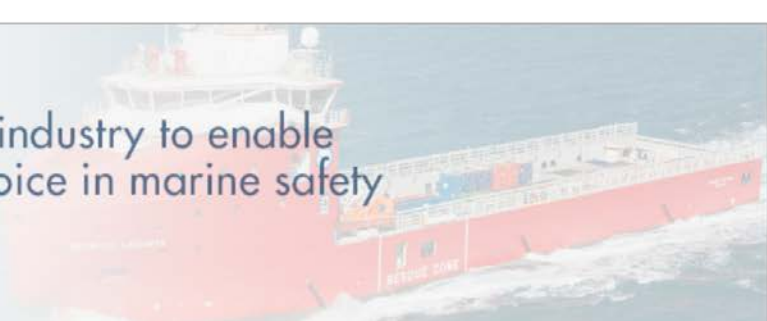
2:00 – 4:00 pm

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Actions

1	Mental Health Awareness promotion within MarineSafe	Improvement WG	TBC	Contact AMA to consider presentation to MarineSafe Forum
2	Confirm membership data base	AA / AM	7 th dec	Contact all current data base members to confirm on-going commitment and cleanse data, to provide base-line for 2018 Contact Steering Committee and Working Group Members to confirm on-going committee and company nominees
2a	Industry Bodies	BS / HK	7 th Dec	Reach out to Steve Winburn / Vikas Bangia for inclusion on MarineSafe Steering Committee
3	MarineSafe logo to be included below company signature blocks	Steering Comm	Next Steering Grp	All Steer Comm members to confirm individual company's internal policy on this proposal
4	Identify other marine information resources Note: This actions will drive subsequent actions	AA	7 th Dec	Contact current data base of MarineSafe members requesting information of other marine groups affiliated to of known forums etc.
4a		HK	7 th Dec	Review previous Project Symphony work that identified other marine working groups
4b		CT	7 th Dec	Investigate Linked In related forums
5	Funding and sponsorship	WG	TBC	Define sponsorship requirements and cost, present back to IWG at next WG meeting
6	Website capability	RH	7 th Dec	Provide IWG with an overview of the power and capability of the website
7	Social media update	BS	7 th Dec	Provide WG with an update on Linked In profile and capability for further consideration of future use Cancel Facebook and Twitter accounts
8	Working Group Updates	MD	TBC	Provide update on current activities undertaken by OCIMF
8a	Pilot Exemption	BS	TBC	PPA Harbour Master to provide update on pilot exemptions during downturn to Steering Committee / Forum
			OFF TRACK	
			ON TRACK	



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