

	<p style="text-align: right;">MINUTES NOPSEMA Advisory Board Meeting 40b Friday 10 December 2021 <i>Monkey Mia Meeting Room + Teams Video Meeting</i></p>
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Participants			
Purpose	Out of cycle meeting to finalise discussion items from meeting of 24 November 2021		
Present			
Apologies			
ITEM	TOPIC		
1.	Welcome and apologies		
	The [REDACTED] commenced the meeting at 10:00am. The apology of [REDACTED] was noted. The [REDACTED] were present in the meeting room, with [REDACTED] participating via video conference.		
2.	Disclosure of interests / conflict of interest declarations		
	No new items were declared.		
3.	For Decision: Revised paragraph for website content		
	<p>The Board discussed the proposed website content, and a number of suggestions were proposed. The Board agreed the website text should be reviewed each year at the same time as the content for the Annual Report is prepared. The actions below are to be completed prior to Christmas 2021.</p> <p>ACTION: [REDACTED] to update the proposed content and circulate to Board members for review.</p> <p>ACTION: [REDACTED] to circulate the agreed final version to [REDACTED] and [REDACTED] for review.</p> <p>ACTION: [REDACTED] to arrange for the website page to be updated once all reviews completed.</p>		
4.	For Decision: Revised Board Procedures		
	<p>The revised Board procedures were agreed as tabled.</p> <p>ACTION: [REDACTED] to publish the documents as final in the Board's records.</p>		
5.	For Noting: Self- assessment of Board performance against ANAO board governance recommendations and analysis.		
	<p>Following receipt of the 2020 Statutory Review, the Board discussed recommendation 15 and agreed to prepare a self- evaluation against the ANAO board governance and recommendations and analysis (meeting 39 item 10, meeting 40a item 12). The self-assessment of Board performance against the ANAO criteria was agreed as tabled. The Board agreed the document should be included in the induction pack for new members. The Board agreed this was an internal document not for public distribution.</p> <p>ACTION: [REDACTED] to prepare an introduction for the paper to be used for onboarding new members.</p> <p>ACTION: [REDACTED] to include the final document with other induction materials for new members.</p>		
6.	For Noting: Board evaluation questionnaire		
	<p>Following receipt of the 2020 Statutory Review, the Board discussed recommendation 15 and agreed to prepare a self- evaluation against the ANAO board governance and recommendations and analysis (meeting 39, item 10) which resulted in the preparation of a Board performance evaluation questionnaire (meeting 40a, item 12). The Board evaluation questionnaire was agreed as tabled and</p>		

	<p>the Board agreed to undertake an annual evaluation of its performance. The evaluation could take place in October each year, with subsequent discussion at the last meeting of the year (i.e. November/December). The Board agreed this was an internal document not for public distribution.</p> <p>ACTION: [REDACTED] to send Board members the questionnaire via Survey Monkey.</p> <p>ACTION: Board members to complete the survey by 31 January 2022.</p> <p>ACTION: [REDACTED] to provide composite responses to [REDACTED] ahead of March 22 meeting.</p> <p>ACTION: Composite responses to be discussed at the March 2022 meeting.</p>
7.	For Noting: Board Terms of Reference
	<p>Following receipt of the 2020 Statutory Review, the Board discussed recommendation 12 and agreed to review and update the existing Board Policy document to a Terms of Reference (meeting 39, item 10; meeting 40a item 15). The Terms of Reference were agreed as tabled. The Board discussed and agreed the Terms of Reference were internal documents and not for public distribution.</p> <p>ACTION: [REDACTED] to publish the document as final in the Board's records.</p> <p>ACTION: [REDACTED] to include the final ToR document with induction materials for new members.</p>
8.	For Discussion: Response to [REDACTED] request for advice on process safety
	<p>The Board discussed the proposed content for the response to [REDACTED] request for advice. [REDACTED] commented that it was unusual for [REDACTED] to make such a request.</p> <p>Board members agreed the following:</p> <ul style="list-style-type: none"> • The Board support NOPSEMA's focus on executive accountability. • The letter should be no more than two pages long. • The content of the letter should support several key suggestions and not be a long narrative. • The letter should capture the issues around process safety should be dealt with by the [REDACTED] directly with [REDACTED] as the responsible/accountable persons for their organisation. • The letter should recommend [REDACTED] Statement of Expectations to NOPSEMA include reference to process safety and major accident events and the importance of executive accountability/oversight for process safety within respective organisations. <p>ACTION: [REDACTED] to prepare a draft and circulate to Board members for review.</p> <p>ACTION: The letter to be finalised by 26 January 2022.</p> <p>ACTION: [REDACTED] to discuss the letter with [REDACTED] and the Department of Industry, Science, Energy and Resources prior to sending to [REDACTED].</p>
9.	Review of action items
	[REDACTED] reviewed the action items from the previous meeting and summarised actions from this meeting.
10.	Agree items for outcomes of meeting letter to [REDACTED]
	The proposed topics for inclusion in the letter to [REDACTED] were agreed as tabled and that priority topics such as executive accountability should be at the beginning of the letter.
11.	Review of proposed dates for 2022 (change to six meetings)
	The proposed meeting dates for 2022 were agreed as tabled.
12.	Any Other Business
	<p>[REDACTED] advised that correspondence had been received to confirm the extension of the terms of [REDACTED] and [REDACTED] and the appointments of [REDACTED]</p> <p>The terms for all appointments are for the period 7 January 2022 until 6 January 2025.</p>

	<p>█████ joined the meeting at 11:40am and provided a verbal update on the following:</p> <ul style="list-style-type: none"> • As has been reported, non-essential personnel were evacuated from the Prelude vessel and a NOPSEMA inspector has commenced a site visit and investigation. █████ noted it was a very complex facility and the solutions may take time to be resolved. The Board observed it was a significant undertaking to remove hundreds of personnel as efficiently as had occurred and that the emergency response plan had worked extremely well. • An additional week in March 2022 has been set down by the Court to complete the hearing into the DoF diving matter. • The Risk and Audit Committee had discussed the possible involvement of the Board or a Board member at their meetings and stated a Board representative would be welcome to attend as an observer. • Following receipt of the 2020 Statutory Review, the Board discussed recommendation 13 and agreed it should be more involved in supporting NOPSEMA's risk management process (meeting 39 item 10 -ANAO recommendations, meeting 40a item 12- ANAO recommendations). The Board and █████ agreed to revisit the suggestion to provide an observer to the Risk and Audit Committee in 2022. • The annual █████ liaison meetings held with █████ have now been completed. <p>█████ thanked █████ for the update and commented that the Board had appreciated the time of the █████ and █████ to discuss NOPSEMA's approach to the oversight of process safety and executive accountability in the regulated entities ahead of meeting 40b.</p>
	Close
	Next Meeting – Wednesday 9 March 2022