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**From:** [REDACTED]  
**Sent:** Friday, 24 April 2020 12:25 PM  
**To:** [REDACTED]  
**Subject:** For review - Draft NOPSEMA-Woodside Strategic Meeting Minutes [DLM=For-Official-Use-Only]  
**Attachments:** Minutes - NOPSEMA - Woodside SLM - Q1 2020.docx

**For Official Use Only**

Hi all

Hope you are all well.

Please find attached the draft meeting minutes from our strategic meeting last quarter. Edits and additions are welcome.

Kind regards

[REDACTED]

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[REDACTED]  
[REDACTED]  
National Offshore Petroleum Safety and Environmental Management Authority  
[REDACTED] | [W: nopsema.gov.au](http://www.nopsema.gov.au)

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 <b>NOPSEMA</b>	<h1>MEETING MINUTES</h1>	<b>Titleholder:</b> Woodside
		<b>Time:</b> 14:00 – 15:00
		<b>Date:</b> 20 March 2020
		<b>Location:</b> Teleconference

<b>Meeting called by:</b>	NOPSEMA & Woodside	<b>File Ref:</b> A728408
<b>Attendees</b>		
<b>NOPSEMA</b>		<b>Titleholder</b>
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<b>Apologies:</b> Cameron Grebe		
<b>Meeting Objective</b>		
<b>Objective of the meeting</b>	Titleholder strategic meeting to - Share information on current strategies in response to COVID-19 - Resolve any issues associated with regulatory activities being experienced	

Agenda/Minutes	
No	Item
<b>1</b>	<b>Agenda Item 1 – Introduction (5 mins)</b>
1.1	▪ Introduction of meeting attendees
1.2	▪ Review of action items from previous meeting [Q4-2019] – two still open. Note: Action table below has been updated to reflect actions taken at this meeting.
<b>2</b>	<b>Agenda Item 2 – COVID-19 response (35 mins)</b>
2.1	▪ Discuss/share information on current strategies in response to COVID-19 and potential impact on business continuity and risk management ▪ Discuss impact on regulatory activities - EP submissions prioritisation and conduct of inspections <ol style="list-style-type: none"> <li>a. ■ discussed the measures taken by NOPSEMA in responding to the COVID situation. Flagged an upcoming inspection or similar – the scope and objectives still to be worked out. Information that we will be needing from WEL include submissions proposed, operational activities intentions and status, management of key impacts and risks, changes to workforce ■ queried whether this would be a WEL wide inspection as it could mean a huge undertaking with coordination required. Would appreciate an early heads up in order to be best prepared.</li> <li>b. ■ queried on whether there would be an impact on regulatory timeframes. ■ responded that we are still progressing with assessments.</li> <li>c. ■ requested feedback on the Scarborough OPP.</li> <li>d. WEL noted that the Drilling EP will be submitted within a few days.</li> </ol>
<b>3</b>	<b>Agenda Item 3 – Titleholder and NOPSEMA Feedback items (15 mins)</b>
3.1	▪ Opportunities for further focus/feedback (comms, advice, regulatory aspects, performance) ( <u>Woodside</u> )

Agenda/Minutes	
No	Item
3.2	<ul style="list-style-type: none"> <li>a. ■ raised the change to the NOPSEMA emergency response number – they would like to be informed via email. ■ advised that the old number is still in place but is being phased out. An email has been sent out to industry stakeholders and guidance and the NOPSEMA website updated. ■ will inform WEL when the old number is finally retired.</li> <li>b. P&amp;A Progress update provided by ■ – presentation given on wellhead status. Raised titles issues associated with wellheads, e.g. Scarborough Wellhead EP is on hold pending resolution of these issues. Action - ■ to organise a separate discussion with NOPSEMA on this.</li> <li>c. NGA RTM Decommissioning update – WEL currently undertaking community engagement with the CRG. ■ encouraged WEL to contact ■ before the re-submission of the EP for NGA Cessation of Ops.</li> <li>d. Sea Dumping Permits and query on NOPSEMA's role: Discussed the level for sea dumping in an EP. ■ explained that NOPSEMA sees sea dumping as part of the activity, therefore the impacts and risks need to be detailed and evaluated and the Sea Dumping permit is a legislative requirement.</li> <li>e. ■ raised that Cyclone Damien was a significant event for WEL in terms of the preparedness and response and safety and well being of personnel. The facilities withstood the cyclone. GWA, LNG and Pluto continued producing, NRC and Angel went offline, FPSOs disconnected.</li> </ul> <ul style="list-style-type: none"> <li>▪ Opportunities for further focus/feedback (comms, advice, regulatory aspects, performance) (NOPSEMA) <ul style="list-style-type: none"> <li>a. Continued focus on OPGGSA Section 572 – Decommissioning and duty for maintenance and removal of property from title area. ■ advised that NOPSEMA's policy on S572 is in the final stages of internal review and will be out for Public comment soon; and to expect to see this as a focus area in assessments and inspections</li> <li>b. WEL's MOC process (e.g. North-west Australia 4D MSS inspection) – discussed the need for review and appropriate application of MOC.</li> <li>c. Remote monitoring capability – functionality of critical controls for leak detection – e.g. Pluto and Julimar. Discussed as important especially if manning levels on facilities are to change during the response to COVID.</li> <li>d. Further discussion was held on the measures WEL was taking in response to COVID. ■ advised that the WEL CICC was stood up more than one month ago. Pan WEL controls and response has been developed. It is BAU to ■ knowledge. ■ advised the heliports have developed new COVID measures to keep personnel safe when going in and out. WEL had have to change staffing with the borders being shut and implement minimum personnel movements. Activities still going ahead as planned. Platforms crews are largely domestic personnel.</li> <li>e. Positive feedback given – Recent Julimar inspection and NW Australia 4D MSS inspection and assessment</li> <li>f. 2020 Approach to NOPSEMA-Woodside liaison – not discussed?</li> </ul> </li> </ul>
4	<b>Agenda Item 3 – Closing</b>
4.1	<ul style="list-style-type: none"> <li>▪ Summarise points for recording and agree actions arising (table below)</li> </ul>

#### Agreed Actions

Agreed Actions					
No.	Initiated	What	Who	When	Status
i.	3/4/19	WEL to further consider involvement in NERA's collaborative EP for seismic (previously action item#2)	Woodside	3/5/19	Open. In progress – further consideration by WEL
ii.	17/12/19	WEL to provide agenda for discussion on Bio-acoustic management strategy and set up a meeting time.	Woodside	18/02/20	Open

Agreed Actions					
No.	Initiated	What	Who	When	Status
iii.	20/3/2020	WEL to organise a separate discussion regarding well head EPs and related titles issues	Woodside [REDACTED]	20/5/2020	Open

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