

QUARANTINE EXPERT PANEL

SUMMARY OF MEETING #1

Date: 10th December 2008, 9.00am to 5.00pm
Location: QV1 Building
Subject: Gorgon Quarantine Expert Panel – Meeting #1
Attendees: All panel members other than those for whom apologies are noted.
Apologies: Mr Russell Lagdon and Dr John Scott

Terms of Reference

The Chair opened discussion on the QEP Terms of Reference, which had been circulated post the last meeting, and invited feedback from Panel members. The Secretariat indicated advice from Chevron Australia and their Joint Venture Participants had been received requesting changes to the Terms of Reference, particularly the need for the Role of the QEP to reflect the exact wording from the Ministerial condition 9.2, and the need to list the appointed Panel members. A consensus was reached by the QEP that the Terms of Reference be modified to reflect these changes.

Operating Guidelines

Clarification was sought on a number of items in the Operating Guidelines and some suggested improvements tabled. Key items of discussion included modification to avoid confusion.

Consistency of Advice to Minister

The Chair stressed the desire that the QEP and Government Agencies provide, where appropriate, consistent advice to the State Minister for Environment. While it is recognised that Agencies and the Panel retain the right to formulate their own view and opinion, which might be in conflict, every reasonable effort should be made to minimise the occurrence of conflicting advice.

Preliminary Discussion on the QMS Basis of Design & Overview Documents

Chevron Australia reiterated the scope and content of the QMS Basis of Design document and asked the Panel for any areas that may have been overlooked. Positive comments on the thoroughness of the QMS Basis of Design (and Framework) documents were made. The Panel made suggestions for inclusion or clarification in the QMS Basis of Design, which Chevron Australia agreed it would consider.

Chevron Australia also reiterated the scope and content of the QMS Framework for Review document and relationship to the new QMS Overview documents. Discussion was held regarding the level of detail and completeness of the QMS, and associated procedures, before the Panel will be in a position to sign-off and endorse the development of the QMS to the Minister. It was observed that Panel members would need to satisfy themselves as to the level of detail and completeness of the QMS; and if this should require further information than that provided by Chevron Australia, Panel members should then request any additional information needed to complete their review.

Typical Flow of Quarantine Pathways

Chevron Australia provided the Panel with a range of quarantine documents and a CD, which described the QMS document hierarchy and specific information on key pathways.

The Panel discussed the document hierarchy and requested a diagrammatic illustration of the QMS and key elements. It was considered this diagrammatic illustration would be essential in communicating the key concepts, elements and features of the QMS to relevant management and the Minister.

Chevron Australia explained how the QMS will help to ensure vendors remain compliant and how Chevron Australia will have personnel responsible for quarantine inspection and compliance.

It was observed by some Panel members that Chevron Australia had established an extensive suite of comprehensive documents addressing quarantine.

Structure of Submission to Minister

The Panel discussed how best to advise the Minister of their views and recommendations in relation to the QMS. It was considered appropriate that any advice in relation to the development of the QMS should follow Schedule 4 of the Ministerial Statement No. 748 as set out by the Minister.

Any Other Business

Clarification was sought in relation to Chevron Australia's funding of DEC staff on Barrow Island at the start of construction. Chevron Australia described the provisions within the State Agreement that deals with the funding of three fulltime DEC staff on Barrow Island during periods of major construction and two staff during periods of normal operational activities.