

STATEMENT OF COMMON PURPOSE AND JOINT OPERATIONAL GUIDE BETWEEN DMITRE ENERGY RESOURCES DIVISION AND SAFEWORK SA

1. TITLE	1
2. PURPOSE	1
3. DEFINITION OF TERMS	2
4. AREAS OF COOPERATION	4
4.1. Information Exchange	4
4.2. Confidentiality	4
4.3. Investigation & Incident Reporting	5
4.3.1. DMITRE Incident Reporting Requirements	5
4.3.2. SWSA Incident Reporting Requirements	6
4.3.3. Cooperation on Incident Reporting and Investigation	7
4.4. Major Hazard Facilities	7
4.4.1. Approvals	8
4.4.2. Ongoing Operation & Review	8
4.5. Facility/Rig Audits & Inspections	9
4.5.1. Training	9
4.6. Policy Development	10
4.7. Knowledge Development	10
4.8. Ongoing Collaboration	11
5. REVIEW & EVALUATION	11
6. SWSA & ERD CONTACT PERSONS	11
7. RESOLUTION PROCESS FOR DISAGREEMENT BETWEEN PARTIES	11
8. MEDIA MANAGEMENT	12
APPENDIX ONE - Operational Matrix of Guide & Contact Information	1
APPENDIX TWO – Media Protocols SWSA and ERD	3

1. TITLE

This STATEMENT OF COMMON PURPOSE AND JOINT OPERATIONAL GUIDE (Guide) defines the collaboration between SafeWork SA and the Energy Resources Division (ERD) of Department for Manufacturing, Innovation, Trade, Resources and Energy (DMITRE) on regulatory activities within the legislative boundary of the respective Acts/Regulations.

2. PURPOSE

The purpose of this Guide is to clarify the roles between SafeWork SA (SWSA) and the Energy Resources Division (ERD) in administering and enforcing legislation designed to safeguard the health and safety of persons affected by the operations regulated by both the Petroleum and Geothermal Energy and the Work Health and Safety legislation. Both

parties commit to working together to share relevant information, to collaborate on shared priorities, to reduce duplication between assessment processes and industry reporting requirements particularly for Major Hazard Facilities, with an aim to secure compliance with all relevant legislation in an effective and efficient manner.

This Guide applies only to those activities administered under the *Petroleum and Geothermal Energy Act 2000* (PGE Act), the *Petroleum (Submerged Lands) Act 1982* and associated Regulations, referred to herein as 'regulated activities', which also fall under the jurisdiction of the *Work Health and Safety Act 2012* (SA) (WHS Act) and related Regulations and the *Dangerous Substances Act 1979* and Regulations.

3. DEFINITION OF TERMS

Guide	This Guide including the Appendices to this Guide.
ALARP	As Low As Reasonably Practicable
DMITRE	Department for Manufacturing, Innovation, Trade, Resources and Energy
ERD	Energy Resources Division
FFP	Fitness for Purpose
JHA	Job Hazard Analysis
MHF	Major Hazard Facilities
Major Incident	At a major hazard facility, is an occurrence that— <ul style="list-style-type: none">a) results from an uncontrolled event at the major hazard facility involving, or potentially involving, Schedule 15 chemicals; andb) exposes a person to a serious risk to health or safety emanating from an immediate or imminent exposure to the occurrence
Major Incident Hazard	Means a hazard that could cause, or contribute to causing, a major incident.
Parties	The parties to this Guide, being the Energy Resource Division (ERD) of Department for Manufacturing, Innovation, Trade, Resources and Energy (DMITRE) and SafeWork SA, a business unit of the Department of the Premier and Cabinet
PCBU	<i>Person Conducting a Business or Undertaking</i>
PGE Act	<i>Petroleum and Geothermal Energy Act 2000</i>
PGE Legislation	<i>Petroleum and Geothermal Energy Act 2000</i> and Regulations, and the <i>Petroleum (Submerged Lands) Act 1982</i> and Regulations.
PTW	Permit to Work
Reports	For the purpose of this Guide reports include information such as

applications, safety cases, FFP

Safety Assessment	A comprehensive and systematic investigation and analysis of all aspects of risks to health and safety associated with all major incidents that could occur in the course of the operation of the major hazard facility (see 555 of the WHS Regulations).
SEO	Statement of Environmental Objectives as required under the <i>Petroleum and Geothermal Energy Act 2000</i>
SFARP	<i>So far as reasonably practicable</i>
SWSA	SafeWork SA
WHS Act	<i>Work Health and Safety Act 2012 (SA)</i>
WHS	<i>Work Health and Safety</i>
WHS Legislation	<i>Work Health and Safety Act 2012 (SA) and Regulations, Approved Codes of Practice, and the Dangerous Substances Act 1979 and Regulations.</i>

4. AREAS OF COOPERATION

4.1. Information Exchange

Where either Party conducts an audit, undertakes an investigation or prepares a report in relation to regulated activities under the PGE or WHS legislation, and it is the officer's belief that there is a potential non-compliance with the other party's legislation, the Party will provide to the other Party such information as it believes it can provide without:

- infringing any statutory confidentiality that may apply;
- prejudicing the effective discharge of the responsibilities of either party; or
- compromising any legal proceedings that are or may be initiated by or brought against either party.

This information will be provided to the nominated staff in Appendix One under "information exchange".

Where a request for certain information is made by one of the Parties the other Party will provide this information within five business days.

Information requests should be made in writing by email to the agency contacts listed in Appendix 1 (under "Information Exchange"). In the event that this information is required to ensure/validate compliance with a license requirement, (or is otherwise identified as being urgent), every effort will be made to provide this information within two business days.

4.2. Confidentiality

Whilst it is recognised that information obtained by an agency is confidential, it may be shared with other agencies in certain circumstances. Each of the Parties operates under specific legislation that describes how confidential information must be managed and when it can be shared. In addition each agency is bound to the State Privacy Principles outlined in *Premier and Cabinet Circular-PC012 Information Privacy Principles, Instructions and Privacy Committee Proclamation 2013* (as amended from time) noting principles 4 and 10 are particularly relevant to this agreement.

The critical legislative provisions are:

ERD - Petroleum and Geothermal Energy Act, Section 135 – Secrecy.

SWSA - Work Health and Safety Act 2012, Section 271

Dangerous Substances Act 1979, Section 9

4.3. Investigation & Incident Reporting

4.3.1. DMITRE Incident Reporting Requirements

Section 85 of the PGE Act creates two categories of incidents:

1. Serious; and
2. Reportable.

Serious incidents need to be reported to ERD as soon as practicable by the licensee (typically within 24 hours) and followed up by a detailed report within three months of the date of the incident. Reportable incidents must be reported to DMITRE on a quarterly basis. The required content of these reports is specified in Regulation 32 of the PGE Act.

Serious Incidents

A serious incident is defined¹ as one arising from activities conducted under a licence in which:

- a) *A person is seriously injured² or killed; or*
- b) *An imminent risk to public health or safety arises; or*
- c) *Serious environmental damage occurs or an imminent risk of serious environmental damage arises; or*
- d) *Security of natural gas supply is prejudiced or an imminent risk of prejudice to security of natural gas supply arises; or*
- e) *Some other event or circumstance occurs or arises that results in the incident falling within a classification of serious incidents under the regulations or a relevant statement of environmental objectives.*

Reportable Incidents

A reportable incident is defined³ as the following incidents (other than a serious incident) arising from activities conducted under a licence:

- a) *an unintended escape of petroleum, a processed substance, a chemical or a fuel that affects an area that has not been specifically designed to contain such an escape; or*
- b) *an incident identified as a reportable incident under the relevant statement of environmental objectives.*

Defining Serious and Reportable Incidents under the PGE Act in the SEO

Pursuant to Regulation 12(2) of the PGE Act, the Statements of Environmental Objectives (SEO) must identify the events which could arise from the relevant regulated activities and if not properly managed or avoided cause a serious or a reportable incident to occur. All approved SEOs found on the DMITRE website environmental register contain definitions of such events.

¹ PGE Act, Section 85

² WHS Act, Part 3, Section 36

³ PGE Act, Section 85; PGE Regulations, regulation 32

4.3.2. SWSA Incident Reporting Requirements

Part 3 of the WHS Act provides the definition of a notifiable incident.

Notifiable incident

notifiable incident means—

- (a) the death of a person; or
- (b) a serious injury or illness of a person; or
- (c) a dangerous incident.

A *serious injury or illness* of a person means an injury or illness requiring the person to have either immediate treatment as an in-patient in a hospital; or immediate treatment for—

- the amputation of any part of his or her body; or
- a serious head injury; or
- a serious eye injury; or
- a serious burn; or
- the separation of his or her skin from an underlying tissue (such as degloving or scalping); or
- a spinal injury; or
- the loss of a bodily function; or
- serious lacerations; or
- medical treatment within 48 hours of exposure to a substance,

and includes any other injury or illness prescribed by the regulations but does not include an illness or injury of a prescribed kind.

A *Dangerous incident* means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to—

- an uncontrolled escape, spillage or leakage of a substance; or
- an uncontrolled implosion, explosion or fire; or
- an uncontrolled escape of gas or steam; or
- an uncontrolled escape of a pressurised substance; or
- electric shock; or
- the fall or release from a height of any plant, substance or thing; or
- the collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations; or
- the collapse or partial collapse of a structure; or
- the collapse or failure of an excavation or of any shoring supporting an excavation; or
- the inrush of water, mud or gas in workings, in an underground excavation or tunnel; or
- the interruption of the main system of ventilation in an underground excavation or tunnel; or
- any other event prescribed by the regulations,

but does not include an incident of a prescribed kind.

Notifiable incidents must be reported to SWSA by a PCBU immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred and by the fastest possible means (by telephone, or in writing by fax, email or other electronic means).

4.3.3. Cooperation on Incident Reporting and Investigation

There is no intention in this Guide to modify the reporting requirements as defined above for incidents under the WHS or PGE legislation.

Serious Incidents

In the case of all serious incidents as defined in the PGE Act and relevant SEO that are also notifiable incidents under the WHS Act, ERD and SWSA will immediately consult on who will lead joint activities and consult on:

- whether a ERD and/or a SWSA or independent investigation is required, in addition to that undertaken by the licensee;
- the level of enforcement action being considered
- which agency will undertake prosecution action (where ERD and SWSA may have joint interests)
- any incident investigations undertaken either jointly or independently that relate to WHS matters, and share outcomes and recommendations of such investigations (including mitigation and preventative measures) prior to finalising and reporting (where possible and appropriate to do so).

Reportable Incidents

In the case of reportable incidents as defined in the SEO that relate to SWSA dangerous incidents, ERD and SWSA may meet as required to review the trends and discuss any possible follow up action, including compliance and enforcement action.

Defining Serious and Reportable Incidents under the PGE Act in the SEO

ERD will consult and seek SWSA input into identifying such events as they relate to MHF matters under the relevant WHS Legislation and Regulations.

4.4. Major Hazard Facilities

The WHS legislation has provisions for the licensing of determined MHF. MHFs are storage sites where large quantities of hazardous materials are stored, handled or processed (the threshold quantities are defined in Schedule 15 of the *Work Health and Safety Regulations 2012* (SA)). Any facility having Schedule 15 chemicals present or likely to be present in excess of 10 per cent of the threshold quantities must notify SWSA, who will determine whether the facility is a MHF. SWSA is required to make a determination confirming the facility is a MHF if the threshold quantities are exceeded.

The PGE Act requires appropriate objectives to be established and achieved by a licensee in order to address the risks associated with the relevant regulated activities. These requirements are provided under Part 12 in the PGE Act and

articulated in the approved Statement of Environmental Objectives (SEO). In addition, the PGE Act requires licensees to ensure that all facilities are fit for purpose so as to ensure compliance with the regulatory requirements of the Act.

In this regard both the PGE Act and Chapter 9 of the WHS Regulations apply the *safety case* approach to regulating risk and under both Acts operators/licensees of determined MHFs are required to:

- Identify Major Incidents and Major Incident Hazards (including security)
- Undertake a safety assessment
- Control all identified risks so far as reasonably practicable.
- Implement Safety Management Systems
- Implement Emergency Plan in consultation with Emergency Services
- Ensure consultation with workers and the community
- Demonstrate compliance to legislation.

On submission of a relevant report, the regulators will meet to plan the joint review process.

4.4.1. Approvals

To avoid unnecessary regulatory duplication for the petroleum exploration and production industry in South Australia the ERD and SWSA agree to collaborate and conduct joint assessments and audit of processes for approvals/licencing purposes of determined MHF sites.

To ensure consistency, the specific requirements of Chapter 9 of the WHS Regulations will be incorporated into the relevant SEO. ERD will consult with SWSA in this regard.

Facility determination is the responsibility of SWSA.

4.4.2. Ongoing Operation & Review

The PGE Act requires licensees to assess the FFP of all facilities every five years, addressing the following elements:

- physical condition of facility equipment and utilities,
- effectiveness of management and maintenance systems,
- management of risk to ensure safe and effective operation of the facility.

The resultant report is submitted to the ERD who then undertake a formal validation process.

Similarly, the WHS Regulations require the licence of a determined MHF to be renewed every five years. The application for licence renewal must include a copy of the updated safety case. It should be noted that the safety case needs to be reviewed at minimum every five years or following the review of the safety assessment.

To avoid unnecessary regulatory duplication, the ERD and SWSA will ensure that reporting burden on licensees is minimised. SWSA and ERD will work collectively to develop a single reporting format. Furthermore, formal validation, verification and auditing of reports (Safety Case, FFP) will be jointly conducted by SWSA and ERD through a single regulatory process.

In addition SWSA will notify ERD where a site has been determined to be a MHF.

4.5. Facility/Rig Audits & Inspections

ERD and SWSA will undertake, as required, targeted joint inspections on facilities and drilling rigs on an agreed priority basis. If either ERD or SWSA undertake a targeted inspection independently, for matters relevant and common under both PGE and WHS Acts, the party will furnish the other party with a draft of their report, including findings and recommendations, to allow the other party an opportunity to comment prior to finalising.

It is agreed that prior to undertaking joint audits/inspections, ERD and SWSA will consult and prepare a surveillance program for each relevant regulated activity, to be implemented jointly by both agencies.

The surveillance program will need to address, but is not limited to, the following elements:

- Compliance with legislative requirements;
- Effectiveness of the licensee's Management Systems, including Hazard Identification, risk assessment and control, PTW, JHA and critical operating procedures;
- Effectiveness of ongoing risk monitoring and management processes;
- Follow up on action items identified and reported in company FFP assessments;
- Attitude and competency of personnel;
- Emergency preparedness

4.5.1. Training

ERD and SWSA will undertake any necessary training to facilitate a better understanding of any provisions and requirements of the Acts to which this arrangement applies. Such training may be provided by appropriately qualified third parties.

This training will include but is not limited to:

- Technical matters relating to facilities and equipment relating to regulated activities under the PGE Act;
- Requirements of the legislation subject to this Guide; and
- Auditing, investigation and inspection techniques as required.

4.6. Policy Development

WHS

Safe Work Australia is a national policy setting body whose key role is to improve work health and safety and workers' compensation arrangements across Australia. It is through the Safe Work Australia Council, a tripartite body, that SWSA contributes to and delivers on national policy objectives.

SWSA will consult ERD on changes, development, or reviews of WHS legislation or WHS policy that could affect ERD.

PGE Legislation

ERD conducts at least five yearly reviews of the PGE Act and Regulations to ensure relevance and currency of the legislation.

ERD will consult SWSA on changes, development, or reviews of PGE legislation or PGE policy that could affect SWSA.

4.7. Knowledge Development

ERD and SWSA will work together and undertake necessary research to develop and ensure industry implements appropriate leading and lagging indicators in relation the PGE industry.

4.8. Ongoing Collaboration

On an agreed basis the following ERD and SWSA positions will be responsible for the implementation of the collaborative arrangements described in this Guide and its review:

SafeWork SA

Chief Officer Mining and MHF

Team Manager Country

Chief Advisor WHS (review)

Energy Resources Division

Director Engineering Operations Branch

These officers will meet at least twice per year to ensure these arrangements are working effectively.

In addition, Appendix One provides key contacts and an operational matrix. This appendix will also be updated during the biannual meetings of the above responsible positions. This update will not require additional sign off by parties.

5. REVIEW & EVALUATION

SWSA and ERD will review this Guide annually and offer improvements as required.

6. SWSA & ERD CONTACT PERSONS

The Contact Persons for all matters covered in this agreement, including for provision of information, will be listed in Appendix One.

7. RESOLUTION PROCESS FOR DISAGREEMENT BETWEEN PARTIES

- Where both parties are unable to reach an agreement with respect to this Administrative Arrangement, in the first instance the nominated Contact Persons are to raise the issue with their individual Executive Directors.
- The respective Executive Directors are to consider the issues under disagreement and attempt to find a resolution that is in the best interests of the Government.
- If the respective Executive Directors cannot reach agreement in a reasonable time frame the issue is to be referred to the head of their department through the appropriate internal protocols.

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8. MEDIA MANAGEMENT

SWSA's Communications Unit is responsible for all SWSA media releases, statements and responses. All media inquiries to SWSA are directed to the Chief Media Adviser who is responsible for preparing and responding to the media having arranged the necessary approvals and liaised with other relevant government agencies.

The Director Engineering Operations is responsible for working with DMITRE Communication Officers in relation to media releases, responses and queries. All media inquiries in relation to activities in this Guide should go directly to the Director Engineering Operations who is responsible for dealing with and responding to the media and arranging the necessary approvals.

Joint SWSA and ERD media releases, statements and conferences will be made in accordance with Media Protocol in Appendix Two .

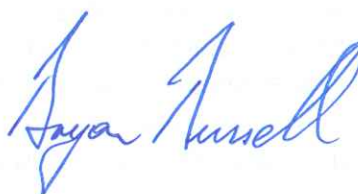
ENDORSED and AGREED



 **Barry Goldstein**
Executive Director
Energy Resources Division, DMITRE

DATE: 27 . 2 . 14.

1



Bryan Russell
Executive Director
SafeWork SA

DATE: 13 . 2 . 14

APPENDIX ONE - Operational Matrix of Guide & Contact Information

ERD AND SWSA OPERATIONAL MATRIX

ACTIVITY / SCENARIO	Lead Agency SWSA	Lead Agency ERD	Joint Operation	NOTES
INFORMATION EXCHANGE (MHF sites)				
MHF Licensing process (notification, application, assessment, approvals and amendments)	X			SWSA is committed to consulting with ERD at the key stages in the MHF process
Details of non-compliance with licence conditions for WHS	X			Where a licensee has breached licence conditions and SWSA believes this breach may potentially be of interest to ERD, it will notify them of this breach.
Details of non-compliance with licence conditions for PGE		X		Where a licensee has breached licence conditions and ERD believes this breach may potentially be of interest to SWSA, it will notify them of this breach.
Validation of verification and auditing of reports			X	See 4.4- aim to have a single regulatory reporting arrangement for licences.
INCIDENT INVESTIGATIONS				
Workplace incidents involving fatality, injury or potential injury at a workplace that conducts regulated activities under the Petroleum and Geothermal Energy Act	X			SWSA will advise ERD of any of any notifiable incident that it receives which meets the criteria of 4.3.1 of this Guide.
Uncontrolled escape, spillage or leakage of a substance (petroleum, process substance, a chemical of a fuel) at a workplace that conducts regulated activities under the Petroleum and Geothermal Energy Act and <i>there is risk to a person's health and safety</i>	X			SWSA and ERD will liaise with each other to ascertain who will be lead in investigation.
Uncontrolled escape, spillage or leakage of a substance (petroleum, process substance, a chemical of a fuel) at a workplace that conducts regulated activities under the Petroleum and Geothermal Energy Act and <i>there is no risk to a person's health and safety</i>		X		ERD will notify SWSA of any outcomes of the investigation.

ACTIVITY / SCENARIO	Lead Agency SWSA	Lead Agency ERD	Joint Operation	NOTES
Uncontrolled implosions, explosion of fire at a workplace that conducts regulated activities under the Petroleum and Geothermal Energy Act and there is a risk to a person's health and safety	X			SWSA will initially notify ERD of the event and both parties will ascertain who will be lead in the investigation.
Uncontrolled implosions, explosion of fire at a workplace that conducts regulated activities under the Petroleum and Geothermal Energy Act and there is <i>no</i> risk to a person's health and safety		X		ERD will notify SWSA of any outcomes of the investigation.
Incidents that involve a public health risk at a workplace that conducts regulated activities under the Petroleum and Geothermal Energy Act	X			SWSA and ERD will liaise with each other to ascertain who will be lead in investigation
Threat to natural gas security of supply		X		
EMERGENCY MANAGEMENT				
Public safety incidents	X			SWSA and ERD will liaise with emergency services. SWSA and ERD will liaise with each other to ascertain who will be lead in investigation
Security of gas supply incidents		X		ERD will notify SWSA of any outcomes of the investigation , and notify SWSA if there are any WHS issues
COMPLIANCE AUDITS				
Facility/Rig Audits and Inspections		X		ERD and SWSA to work together and determine audit schedule and activities to reduce FFP and MHF audit duplication.
MHF Audits			X	SWSA and ERD to work together to determine audit schedule and activities to reduce MHF and FFP audit duplication.

CONTACT INFORMATION

PARTY	POSITION	PHONE	EMAIL
Reactive Activity			
SafeWork SA	Help Centre	1300 365 255	help@safework.sa.gov.au
SafeWork SA	After Hours Emergency	1800 777 209	
SafeWork SA	Manager Country Team	0429 694 765	craig.rutjens@sa.gov.au
ERD	Director Engineering Operations	08 8463 6666	
Emergency Management			
SafeWork SA	Help Centre	1300 365 255	help@safework.sa.gov.au
SafeWork SA	After hours emergency	1800 777 209	
SafeWork SA	Manager Response	8463 4990 0427 406 041	kay.amanda@dpc.sa.gov.au
SafeWork SA	Manager Country Team	0429 694 765	craig.rutjens@sa.gov.au
ERD	Director Engineering Operations	08 8463 6666	
Prevention Activity			
SafeWork SA	Chief Officer Hazard Management	8303 0478 0401 122 327	wong.chor@dpc.sa.gov.au
SafeWork SA	Principal Inspector OHS - Major Hazards	8303 9984 0428 541 748	shubhraj.shubhraj@dpc.sa.gov.au
SafeWork SA	Manager Country Team	0429 694 765	craig.rutjens@sa.gov.au
ERD	Director Engineering Operations	08 8463 6666	
Investigation Activity			
SafeWork SA	Chief Officer Investigations and Legal Team	8303 0292 0401 123 690	smith.nick@dpc.sa.gov.au
SafeWork SA	Chief Officer Hazard Management	8303 0478 0401 122 327	wong.chor@dpc.sa.gov.au
SafeWork SA	Manager Country Team	0429 694 765	craig.rutjens@sa.gov.au
ERD	Director Engineering Operations	08 8463 6666	

Information Exchange			
SafeWork SA	Acting Chief Advisor WHS	8303 9941 0428 812 579	alana.hale@sa.gov.au
SafeWork SA	Chief Officer Hazard Management	8303 0478 0401 122 327	wong.chor@dpc.sa.gov.au
SafeWork SA	Manager Country Team	0429 694 765	craig.rutjens@sa.gov.au
ERD	Director Engineering Operations	08 8463 6666	
Communications			
SafeWork SA	Manager Communications	0401 984 355	emma.brown2@sa.gov.au
SafeWork SA	Chief Media Adviser	0401 122 329	tanalee.smith@sa.gov.au
SafeWork SA	Manager Country Team	0429 694 765	craig.rutjens@sa.gov.au
ERD	Director Engineering Operations	08 8463 6666	

APPENDIX TWO – Media Protocols SWSA and ERD

Purpose

This document sets out agreed processes for managing proactive and reactive media engagement arrangements.

Objectives of media engagement

This protocol outlines a coordinated and systematic approach to media engagement by SafeWork SA and the ERD, in order to ensure:

- consistency of SA Government messages relating to regulation of facilities covered by PGE legislation
- an understanding of areas of management responsibilities in relation to the regulation of facilities covered by PGE legislation
- effective management of media issues relating to the regulation of facilities covered by PGE legislation

Scope

This protocol provides procedures for officers in respective agencies authorised to release information and/or comment to the media. Specific procedures are outlined for:

- The protocols for preparing a response to incoming media enquiries where there is a direct or indirect area of mutual interest.
- Preparing content for other media announcements and outreach.
- Identifying and sharing opportunities to demonstrate an integrated government policy response

Mutual areas of policy interest and action

The primary areas of asbestos regulation and reform where there are mutual interests that prompt a coordinated response include workplace safety incidents involving those facilities covered in the PGE legislation.

Incoming media queries

The process for coordinating responses, media releases. Statements and general outreach to areas of mutual interest is outlined in the table below:

Issue	Lead agency	Action
WHS Incidents	SWSA	SWSA provides copy of response to ERD. If received by ERD this is forwarded to SWSA for a response. In either case a clarifying phone call/email may be required due to 'grey' areas or responsibility and contentiousness of the issue.
PGE Act and WHS Incidents	ERD & SWSA As per Operational Matrix	Lead agency to liaise with other agency to co-ordinate the response.
Management System and Fitness for Purpose issues and incidents for Moomba Plant Operations	ERD & SWSA	ERD provides copy of response to SWSA. If received by SWSA this is forwarded to ERD for a response. In either case a clarifying phone call/email may be required due to 'grey' areas or responsibility and contentiousness of the issue.
Management System and Fitness for Purpose issues and non-WHS incidents for Gas and Oil Satellite Facilities	ERD	ERD provides copy of response to SWSA. If received by SWSA this is forwarded to ERD for a response. In either case a clarifying phone call/email may be required due to 'grey' areas or responsibility and contentiousness of the issue.

Agency media announcements

- The process is essentially the same as that adopted for Ministerial media releases.
- The contact officer in each agency will advise each other of the proposed release of significant agency-specific media announcements to avoid conflict with other proposed announcements.
- The contact officer in each agency will provide copies of final media releases for information only.