

Pre-Approval Template for Planned & Emergency Maintenance

Purpose

The attached template has been designed to assist operators to secure pre-approval for significant planned and emergency maintenance activities within the constrained operating environment imposed by the COVID-19 pandemic.

It builds on national protocols and risk management practices for movement of essential personnel under which the resources sector is already operating.

In particular, the template provides guidance about the information sought by regulatory authorities to demonstrate that appropriate risk management measures will be applied during the planning and execution of any maintenance that involves mass movement of personnel.

It is noted that the information set out in the template would likely also support urgent requests for travel approvals relating to unplanned maintenance.

Context

Maintenance requirements vary widely between operations, however, in the current COVID-19 environment, all operations are faced with consistent challenges including constraints to interstate and international personnel movements, potential issues with international procurement, and the need to manage social licence to operate, particularly in relation to mass movement of personnel into and through population centres.

Advice from regulators is that whether or not COVID-19 travel restrictions impact directly on planned maintenance activities, it is important that planning and execution considers the shared issues of social licence and fit-for-purpose infection control protocols.

Where it does involve significant interstate movements, DEM has indicated that it is willing to assist companies in seeking pre-approval for those movements, in order to provide certainty for what are major investments in your assets.

Whether or not mass movements from outside the State are involved, confidential advice to DEM of any intention to conduct significant planned maintenance activities may assist them to continue to support industry operations whilst restrictions prevail.

Information template: Application for pre-approval of mass personnel movement for planned and emergency maintenance activities.

Regulatory authorities advise that the information provided in response to the questions below will assist them to advance a case for pre-approval of mass movement of personnel necessary for the conduct of maintenance works.

1. What is the purpose and significance (including cost) of the shutdown event?
2. What is the duration of the event?
3. How many personnel will be required? What are their roles?
4. What is the rationale for interstate/international engagement?
5. Provide a description of how the total COVID-19 risk profile of the event has been minimised including potential alternatives that have been considered and any measures taken for local sourcing.
6. Provide a description of any critical inputs (e.g. international supplies) and other relevant dependencies that might shape the timing or nature of the event, or which may require government assistance.
7. Provide a summary of key COVID-19 risks for the activity and relevant company protocols (proactive and reactive) that will be implemented in response e.g:
 - Transit risk and protocols (e.g. FIFO & DIDO protocols);
 - Point of origin and point of destination screening protocols;
 - Isolation protocols (pre-deployment and on-site);
 - Contact tracing measures
 - Personal Protective Equipment (PPE) protocols.
8. Provide a summary of the receiving destination risk profile. This should include local transit paths and the conduct of operations for the duration (e.g. worker accommodation + support services).