
From: Hallam, Diana
Sent: Thursday, 14 May 2020 11:54 AM
To: s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Hi s 47F

Tuesday, 19 May from 10-11am works well for Mr Liveris.

What number would you like him to call s47F on please?

Thanks

Di

Diana Hallam
Executive Director
p. s 22

From: s 47F
Sent: Thursday, 14 May 2020 11:11 AM
To: Hallam, Diana
Cc: s 47F
Subject: Origin meeting

Hi Diana,

Thanks for helping to organise the meeting with our s 47F .

As discussed please find times when he is available:

Friday 15 May
11 am – 3.30 pm
4.30 pm – 5.00 pm

Monday 18 May
10 am – 11 am

Tuesday 19 May
9 am – 12 noon

If these times do not work please come back to me with your suggested times and I will see if we can tweak the diary.

Again, many thanks for your help with this.

s47F



s 47F

Canberra

Origin

m s 47F

e s 47F

Connect with us



originenergy.com.au

From: s 47F
Sent: Thursday, 14 May 2020 1:06 PM
To: Hallam, Diana
Cc: s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Diana,

What I should have added is that one of s 47F's colleagues from the Executive Management Team will be joining the call.

We are just confirming who that will be.

Many thanks again.

s47F

o o o o

s 47F

Canberra

Origin
m s 47F

originenergy.com.au

From: s 47F
Sent: Thursday, 14 May 2020 1:02 PM
To: Hallam, Diana
Cc: s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

Hi Diana,

Terrific, thank you for organising this.

This is where I am going to hand over to superior hands – meet s 47F's Executive Assistant. She is happy to send our a skype invite if you are happy for her to do so.

Thanks

s 47F

s 47F

Canberra

Origin
ms 47F

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s 22



From: s 47F
Sent: Thursday, 14 May 2020 2:54 PM
To: Munro, Kushla
Cc: s 47F
Subject: RE: Origin - Meeting request

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Kushla,

Last time we spoke you mentioned that yourself and your team may be available for a meeting tomorrow.

Please advise if this is still an option.

s 47F
and myself would value catching up if you are available.

Thanks

s 47F

o o o o

s 47F

Canberra

Origin
m s 47F

originenergy.com.au

From: s 47F
Sent: Wednesday, 13 May 2020 2:20 PM
To: kushla.munro@pmc.gov.au
Cc: s 47F
Subject: Origin - Meeting request

Hi Kushla,

Thanks for your time today.

As discussed I am enquiring whether it's possible to organise meetings with Origin's s 47F
and members of his team.

We would like to discuss:

- General update of the gas market from Origin's perspective
- Discuss some of the challenges facing the industry and the need for support to help with the economic recovery
- Where the government can assist

Is it possible to organise a meeting with the Chairman Nev Power and another meeting with Andrew Liveris please (where we can focus more specifically on the manufacturing needs).

Thank you for your assistance with this.

s 47F



s 47F

Canberra

Origin

m s 47F

e s 47F

Connect with us



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From: s 22
Sent: Thursday, 14 May 2020 3:48 PM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Happens to me all the time ☺

I'll send something through shortly.

Kind regards,

s 22 | National COVID-19 Coordination Commission | m. s 22

From: s 47F
Sent: Thursday, 14 May 2020 3:47 PM
To: s 22
Subject: Re: Origin - Meeting request [SEC=OFFICIAL]

Technology has gotten the better of me again.

Yes please.

s 47F

On 14 May 2020, at 3:45 pm, s22 wrote:

OFFICIAL

Hi s 47F

There were no dial in details in the meeting invite. Do you need me to provide some?

Kind regards,

s 22 | National COVID-19 Coordination Commission | m. s 22

From: s 22
Sent: Thursday, 14 May 2020 3:12 PM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Hi s 47F

I have both Kushla and James available tomorrow between 1330 – 1500 or 1545 – 1615. Happy for you to send something through.

Kind regards,

s 22

Executive Assistant to
Andrew Chandler, Assistant Secretary | Coordination and Liaison
Trish Johnston, A/g First Assistant Secretary | Communications
Kushla Munro, First Assistant Secretary | Energy, Utilities and Resources/Mining
Diana Hallam, First Assistant Secretary | Agriculture, Logistics and Transport

s 22

National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet
pmc.gov.au/nccc

The Department acknowledges the traditional owners of country throughout Australia and their continuing connection to land sea and community. We pay our respects to them and their cultures and to their elders both past and present.

From: Munro, Kushla <Kushla.Munro@pmc.gov.au>
Sent: Thursday, 14 May 2020 3:05 PM
To: s 47F
Cc: s 22 White, James <James.White@pmc.gov.au>
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Hi s 47F

Happy to have a meeting.

s 22 will try and find a time that suits us (myself and James) and yourselves.

Thanks

Kushla

Kushla Munro

First Assistant Secretary

p. s 22
e. Kushla.Munro@pmc.gov.au

Executive Assistant : s 22

p. s 22
e. s 22

National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet
pmc.gov.au/nccc

Subject: Origin and NCCC [SEC=OFFICIAL]
Location: Skype Meeting

Start: Fri 15/05/2020 3:45 PM
End: Fri 15/05/2020 4:15 PM
Show Time As: Tentative

Recurrence: (none)

Meeting Status: Not yet responded

Organizer: Munro, Kushla

Required Attendees: s 47F [REDACTED] White, James

OFFICIAL

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Join by phone

s47E(d) (Australia) English (Australia)

s47E(d) (Australia) English (Australia)

[Find a local number](#)

Conference ID: s47E(d)

[Forgot your dial-in PIN?](#) | [Help](#)

Protected network participants:

1. From the meeting invitation, click 'Join Skype Meeting'

Unclassified network participants, in a video conference room or from Jabber:

1. On the video conference unit or remote, activate the keyboard
2. In the call screen, select the s47E(d) entry, or type s47E(d)
3. Press the Call/Talk button
4. When prompted, enter the Conference ID number, followed by #

From a phone or mobile:

1. From the meeting invitation, find the teleconference information
2. Call the Join by Phone number or an appropriate local number if based internationally
3. When prompted, enter the Conference ID number followed by #

NOTE: at least one participant needs to join the teleconference from Skype for Business to start the teleconference

Help and assistance is available from the PM&C IT Service Desk:

1. For routine matters, log your request or fault via ServiceNow
 2. For immediate assistance, call s47E(d)
-

From: s 47F
Sent: Thursday, 14 May 2020 5:09 PM
To: Hallam, Diana; s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Diana,

Thank you.

Joining s 47F will be s47F . I will issue the meeting invitation now.

If there is anything I can do to help you please don't hesitate to get in touch.

Thank you

s 47F

o o o o

s 47F

Origin
ts 47F m s 47F

originenergy.com.au

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From: Hallam, Diana
Sent: Thursday, 14 May 2020 4:56 PM
To: s 47F
Cc: s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

OFFICIAL

Thanks s 47F and hello s 47F

Can you please send a meeting invitation to Mr Liveris at s 47F ?

Suggest you ask him to call into either the s47's phone or a teleconference. I will confirm with his office that he has received the invitation.

Thanks again

Kind rgds

Di

Diana Hallam
Executive Director
p. s 22

s 22

From: Hallam, Diana
Sent: Friday, 15 May 2020 3:49 PM
To: s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Thanks s 47F

Have a good weekend.

Cheerio

Di

Diana Hallam
First Assistant Secretary
p. s 22

From: s 47F
Sent: Friday, 15 May 2020 2:41 PM
To: Hallam, Diana
Subject: RE: Origin meeting [SEC=OFFICIAL]

Thanks Diana,

Will do.

s 47F

s 47F

Origin

t s 47F m s 47F

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From: Hallam, Diana <Diana.Hallam@pmc.gov.au>
Sent: Friday, 15 May 2020 2:32 PM
To: s 47F

Cc: s 47F

Subject: FW: Origin meeting [SEC=OFFICIAL]

OFFICIAL

Hi s 47F

Mr Liveris would appreciate it if Boston Consulting Group could be invited on the call. Could you please let s 47F (copied here) know the details.

Thanks very much

Cheerio

Di

Diana Hallam

First Assistant Secretary

p. s 22

From: s 47F

Sent: Friday, 15 May 2020 2:21 PM

To: Hallam, Diana <Diana.Hallam@pmc.gov.au>

Subject: RE: Origin meeting [SEC=OFFICIAL]

Hi Di,

Can you let me know when this call is taking place.

Many thanks.

Kind regards,

s 47F

s 47F

Executive Assistant

T s 47F

M s 47F



From: Andrew Liveris s 47F

Sent: Friday, 15 May 2020 1:39 PM

To: Hallam, Diana <Diana.Hallam@pmc.gov.au>; s 47F

Subject: Re: Origin meeting [SEC=OFFICIAL]

Thanks Di.

Please add the BCG team to the call

Get [Outlook for iOS](#)

From: Hallam, Diana <Diana.Hallam@pmc.gov.au>
Sent: Friday, May 15, 2020 1:08 PM
To: Andrew Liveris; s 47F
Subject: FW: Origin meeting [SEC=OFFICIAL]

OFFICIAL

Afternoon Andrew

Some further information for your call with Origin next week.

Thanks very much

Diana

Diana Hallam
First Assistant Secretary
p. s 22

From: s 47F
Sent: Friday, 15 May 2020 12:19 PM
To: Hallam, Diana <Diana.Hallam@pmc.gov.au>
Cc: s 47F
Subject: RE: Origin meeting [SEC=OFFICIAL]

Hi Diana,

I hope you are well.

A further update for our meeting with Mr Liveris next week, which is that s 47F will join the meeting, instead of s 47F and s 47F. Final list of Origin's delegates will be s 47F and s 47F

I will update the meeting request now.

If you have any questions please don't hesitate to contact either s 47F or myself. We're both very happy to help.

Thank you

s 47F



s 47F

Origin
t s 47F m s 47F

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Please note my new email address effective immediately.

s 11C(1)

The Boston Consulting Group Pty. Ltd.

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From: s 22
Sent: Friday, 15 May 2020 5:40 PM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

That would be great, thank you. I will hold the time.

- Neville.power@pmc.gov.au
- Kushla.munro@pmc.gov.au

Have a lovely weekend too 😊

Kind regards,

s 22

s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet

p. s 22 | m s 22 | e s 22

w. www.pmc.gov.au | 10 National Circuit Barton ACT 2600

s 22



Subject: Origin Energy
Location: Skype Meeting

Start: Mon 25/05/2020 5:30 PM
End: Mon 25/05/2020 5:50 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: s 47F

Origin contact:

s 47F

National COVID-19 coordination commission contact:

s 22

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Join by phone

s47G # (Skype for Business Conference Dial-in) English (Australia)
s47G # (Skype for Business Conference Dial-in) English (Australia)
s47G # (Skype for Business Conference Dial-in) English (Australia)
s47G # (Skype for Business Conference Dial-in) English (Australia)

[Find a local number](#)

Conference ID: s47G

[Forgot your dial-in PIN?](#) | [Help](#)

If you are joining from a Video Conferencing room.

JOINING FROM ORIGIN NETWORK: Video IP:

JOINING FROM NON-ORIGIN NETWORK: Video IP Video : s 47G or s 47G

From: s 22
Sent: Wednesday, 20 May 2020 12:38 PM
To: s 47F
Cc: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks s47F

Kind regards,
s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet
p. s 22 | m. s 22 | e. s 22
w. www.pmc.gov.au | 10 National Circuit Barton ACT 2600

From: s 47F
Sent: Wednesday, 20 May 2020 12:33 PM
To: s 22
Cc: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Hi Lydia, I hope you are well.

A quick note to let you know that on Monday, s 47F will be joined by s 47F. We are not planning on having any more delegates.

If there is anything else I can do to help you please let me know.

Thank you

s 47F

s 47F

Origin
t s 47F m s 47F

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From: s 22
Sent: Tuesday, 19 May 2020 2:53 PM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Thank you ☺

Kind regards,

s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet
p s 22 | m. s 22 | e. s 22
w. www.pmc.gov.au | 10 National Circuit Barton ACT 2600

From: s 47F
Sent: Tuesday, 19 May 2020 2:51 PM
To: s 22
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Yes of course s 22, and thank you.



s 47F

Origin
t s 47F m s 47F

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From: s 22
Sent: Tuesday, 19 May 2020 2:18 PM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Thank you, could we please make this meeting 20 minutes (5.30pm-5.50pm)?

Kind regards,

s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet
p. s 22 | m. s 22 | e. s 22
w. www.pmc.gov.au | 10 National Circuit Barton ACT 2600

From: s 47F
Sent: Tuesday, 19 May 2020 2:06 PM
To: s 22
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Hi s 22

I hope you are well.

s 47F has informed me the meeting will be moving to Monday 25th at 5.30pm so I have updated the diary hold with relevant dial in details.

Please let me know if I can help with anything else.

s 47F



s 47F

Origin
t s 47F m s 47F

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From: s 22
Sent: Tuesday, 19 May 2020 10:03 AM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Hi s 47F

We will need to reschedule our tentative meeting on Friday 22 May. Please let me know if Wednesday 3 June after 3pm would suit.

Kind regards,

s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission

From: s 47F
Sent: Friday, 15 May 2020 4:54 PM
To: s 22
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Hi s 22

Thank you for your patience.

I am expecting to have two more executives join this call. I will have final details on Monday, could you please hold the time as we've discussed until then?

Also, I am happy to issue dial in details and if you are ok with that, can you please forward best email address for those who will be in attendance at your end.

Thank you and have a great weekend.



s 47F

Origin
t s 47F m s 47F

originenergy.com.au

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From: s 22
Sent: Friday, 15 May 2020 8:58 AM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Thank you. What's s 47F's email address and mobile number?

Kind regards,
s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet
p. s 22 | m. s 22 | e s 22

From: s 47F
Sent: Thursday, 14 May 2020 7:00 PM
To: s 47F; s 22
Subject: Re: Origin - Meeting request [SEC=OFFICIAL]

Hi s 22 and s 47F

22 May is fine for s 47F

s 47F

Get [Outlook for iOS](#)

From: s 47F
Sent: Thursday, May 14, 2020 6:34:39 PM
To: s 22
Cc: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Thanks s 22 I will let s 11C(1) respond once she has had time to look at s 47F's diary.

Have a great night.

s 47F



s 47F

Canberra

Origin
m s 47F

originenergy.com.au

From: s 22
Sent: Thursday, 14 May 2020 5:46 PM
To: s 47F
Cc: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Thanks s 47F and s 47F. We could offer Friday 22 May 5.30pm?

Kind regards,

s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet

p. s 22 | m. s 22 | e s 22

From: s 47F
Sent: Thursday, 14 May 2020 5:42 PM
To: s 22
Cc: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

Hi s 22

Thanks for getting back to me so promptly.

We were hoping for an opportunity a little earlier, but given the high number of requests I understand that this may not be possible.

If this is the case can we reserve the 26th please.

I have CCed s 47F who is s 47F Executive Assistant. She will assist to finalise the details with you.

Thanks again.

s 47F



s 47F

Canberra

Origin
m s 47F

originenergy.com.au

From: s 22
Sent: Thursday, 14 May 2020 4:27 PM
To: s 47F
Subject: RE: Origin - Meeting request [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 47F

Nev is happy to set up a call with s 47F and his team. Below is Nev's availability for a **20 minute** call. Please let me know which suits best and I will send out an invite.

- Tuesday 26 May 2.30pm-3pm
- Wednesday 27 May 9.30am-1pm

Kind regards,

s 22

Executive Assistant to Nev Power (Chairman) & Peter Harris (CEO)
National COVID-19 Coordination Commission
Department of the Prime Minister and Cabinet

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From: s 22
Sent: Tuesday, 21 April 2020 3:29 PM
To: s 47F
Subject: RE: Discussion with Nev Power & s 47F [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Thank you s 47F ☺

Kind regards,

s 22

| Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
Department of the Prime Minister and Cabinet
p. s 22 | e. s 22
w. www.pmc.gov.au | 10 National Circuit Barton ACT 2600

From: s 47F
Sent: Tuesday, 21 April 2020 3:14 PM
To: s 22
Subject: RE: Discussion with Nev Power & s 47F [SEC=OFFICIAL]

Thank you kindly.
Invitation has been issued.

s 47F

Kind regards
s 47F

Santos

s 47F
Executive Assistant
s 47F
Santos Limited, 60 Flinders Street, Adelaide SA 5000
t: s 47F m: s 47F



<https://www.santos.com/>

From: s 22
Sent: Tuesday, 21 April 2020 11:28 AM
To: s 47F
Subject: ![EXT]: RE: Discussion with Nev Power & s 47F [SEC=OFFICIAL]

OFFICIAL

Thank you very much s 47F ! Can we please lock in Tuesday 28 April 12.30pm-1pm AEST?

Please send the meeting invite to: Neville.power@pmc.gov.au , and have s 47F call Nev on s 22

Would you be able to please pass on s 47F's mobile and email address? I will add to Nev's contacts 😊

Thank you!

Kind regards,

s 22

| Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
Department of the Prime Minister and Cabinet
p. s 22 | e. s 22
w. www.pmc.gov.au | 10 National Circuit Barton ACT 2600

From: s 47F
Sent: Tuesday, 21 April 2020 10:01 AM
To: s 22
Subject: RE: Discussion with Nev Power & s 47F [SEC=OFFICIAL]

Dear s 22

Yes certainly, a call next week is possible for s 47F . May I suggest -

- Mon 27 Apr between 1-4pm CBR
- Tues 28 Apr between 10-3pm CBR
- Wed 29 Apr before 11am CBR

Let me know if you see opportunity in any of these dates/times, and if not I'm happy to offer additional, alternatively feel free to nominate from your side.

Kind regards

s 47F

Santos

s 47F
Executive Assistant
s 47F
Santos Limited, 60 Flinders Street, Adelaide SA 5000
t: s 47F m: s 47F



<https://www.santos.com/>

From: s 22
Sent: Monday, 20 April 2020 12:44 PM
To: s 47F
Subject: ![EXT]: Discussion with Nev Power & s 47F [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 47F ,

It's been brought to my attention that s 47F would like to speak with Nev Power. Does s 47F have any availability next week for a phone-call?

Thank you.

Kind regards,

s 22

s 22 | Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
Department of the Prime Minister and Cabinet
p. s 22 | e. s 22
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Subject: s 47F and Neville Power
Location: s 47F will connect via s 47F
Start: Tue 28/04/2020 1:30 PM
End: Tue 28/04/2020 2:00 PM
Show Time As: Tentative
Recurrence: (none)
Organizer: s 47F

Coordinated via
s 22 p. s 22 | e. s 22 and
s 47F p. s 47F e s 47F

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From: s 47F
Sent: Wednesday, 8 April 2020 11:41 AM
To: Munro, Kushla
Subject: Fw: National COVID-19 Coordination Commission Utilities Work Stream Meeting 2 [SEC=OFFICIAL]
Attachments: HSE Matters- Working in close contact_DRAFT 3.docx
Follow Up Flag: Follow up
Flag Status: Flagged

Kushla, as promised some examples of challenges and approach. s 47F

From: s 47F
Sent: Wednesday, 8 April 2020 10:56 AM
To: s 47F
Subject: RE: National COVID-19 Coordination Commission Utilities Work Stream Meeting 2 [SEC=OFFICIAL]

Hi s 47F

Largely the work teams have been developing work practices to minimise the need to work in close proximity. Some examples where we anticipate that people are unable to achieve social distancing and will be required to work proximity are listed below.

I have also attached the draft HSSE matters which establishes our new “rules” for working in close proximity which include control measures to avoid transmission of infection. This draft document have been socialised with the workforce and has had input from the health team.

Operations:

- Abnormal situations / upset conditions can require Shift Team Leader to attend RCB and work on the same panel as the panel operator. Starting up of units would also trigger the same action by the STL, to work at the panel in close proximity to the panel operator.

Veolia

- Wrapping pipe work. Belzona wraps are the main ones for the Painting crews, they cannot maintain the 1.5m distance between employees as one person mixes the wrap and they hand it the person who applies it. For bigger pipes then two person jobs required each side of the pipe to apply wrap consistently.
- Industrial Cleaning - unloading and reloading vessels and reactors is an issue as there is often limited space around the openings as they work from platforms or elevated walkways which don't allow to for social distancing.

UGL

- Fitters are required bolting up flanges. Two people in close proximity, to achieve flange alignment, one person bolts, they person may be required to apply leverage. They may also be working with power pack which requires two person to safely operate.
- Bundle rebuilds, where two people are required to put the cover back on. One person works on each side and they torque up alternating bolts, handing the torque wrench to each other.

DIMAC

- Construction crews who are performing brick work, require persons two persons working in close proximity on a scaffold or EWP.


Regards



s 47F

T s 47F M s 47F

E s 47F

My e-colours are **red** / **yellow** 

Viva Energy Refining Pty Ltd (ABN 46 004 303 842)
Refinery Rd, Corio VIC 3214

www.vivaenergy.com.au

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HSSE Matters

Health, Safety, Security & Environment News



Close contact work within the Geelong Refinery

Purpose

The purpose of this HSSE Matters is to define the control strategies required when social distancing is not feasible due to work tasks being performed requiring individuals to work **within 1.5m** of each other.

Who is impacted?

Any individual or work group involved in performing, supervising and planning work within the Geelong Refinery.

Process

When working on site, maintaining social distancing is imperative while performing work tasks, however some work tasks require individuals to work within close proximity (<1.5m). Where critical work requires individuals to breach social distancing rules, the work party is required to develop a work plan incorporating the appropriate control strategies. Approval by the line manager is required prior to implementation of the work plan.

Work Plans

The control strategies within the work plan shall be included into the appropriate JHA. These will include the following:

- **Buddy System** - Workgroups are to develop a buddy system where the same teams work together for each task on a daily basis to reduce the risk of cross-contamination.
- **Respiratory Protective Equipment (RPE)** - A half or full-face mask with a particulate filter (P2 or P3) must be worn. An exemption is required from either the Health or Safety Team to use a disposable P2 or N95 dust mask.

In alignment with AERO principles, error traps should be identified and a signal for stop should be agreed to. As you would be aware, it can be very difficult to communicate with each other while wearing a mask and we wouldn't want you to have any issues due to miscommunication.

Respiratory Fit Check

In alignment with **RE-HSE-SP-0024-P**, prior to a half or full-face mask being issued from the warehouse or shift manager (outside of business hours), you will have to follow the standard requirements for the use of respiratory protective equipment. This includes:

- Being clean shaven in alignment with AS/NZS 1715
- Having successfully completed a Fitness to Work medical for the Use of Respiratory Protective Equipment (RPE) within the last 2 years
- Having your induction booklet stamped stating that you are fit to wear RPE
- Having successfully completed a fit check for the mask that you are wearing (full or half)

HSSE Matters

Health, Safety, Security & Environment News



Cleaning and Hygiene

If you have been issued with a personal full or half-face mask for the duration of the social distancing period, due to the frequency that you are required to wear it, cleaning of the mask should occur at the end of each day that has been worn for hygiene purposes.

The cleaning process involves:

- Removing the P2 or P3 filters from the mask and disposing of them in a plastic bag in general waste
- Wiping over the mask, inside and out, with either an antibacterial wipe or an alcohol wipe
- Allowing the mask to air dry and then storing in a plastic bag.

If you have finished with the half or full-face mask and no longer require it, completion of the above process should occur, including storage in a plastic bag, prior to delivery to LPS for a deep clean and re-issue.

If you are using alcohol wipes and suffer from dry skin you should wear disposable gloves. LPS will wear additional PPE in alignment with the mask cleaning process.

Effective Date-xx/04/20

From: Munro, Kushla
Sent: Wednesday, 8 April 2020 11:57 AM
To: s 47F
Subject: RE: National COVID-19 Coordination Commission Utilities Work Stream Meeting 2
[SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Thanks s 47F, greatly appreciated.

s22



From: Catherine Tanna
Sent: Thursday, 9 April 2020 10:52 AM
To: Munro, Kushla; Andrew Liveris; s 47F
Cc: White, James; s 47F
Subject: Commission taskforces: transfer Refining from Utilities to Manufacturing

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning all,

Andrew, further to our chat this morning I spoke to s 47F and he would be delighted to transfer from the Utilities taskforce to your Manufacturing taskforce. This email connects you.

Regards,
Cath

Catherine Tanna
Managing Director

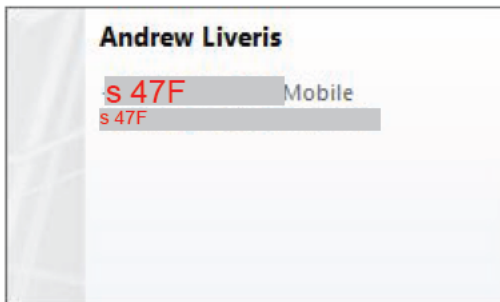
T. s 47F 0 M.s 47F
s 47F

EnergyAustralia
Level 33, 385 Bourke Street, Melbourne, Victoria 3000
energyaustralia.com.au



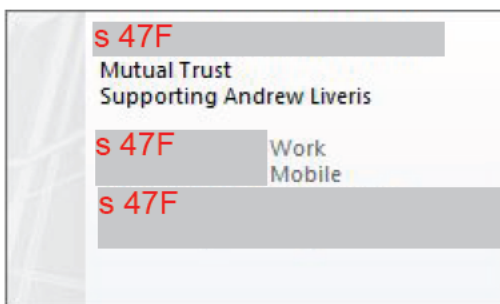
From: Catherine Tanna
Sent: Thursday, 9 April 2020 10:57 AM
To: s 47F
Cc: Munro, Kushla
Subject: Commission manufacturing taskforce: contact details
Attachments: Andrew Liveris.vcf; s 47F

Follow Up Flag: Follow up
Flag Status: Flagged



s 47F, Andrew's preferred modes of contact are email or WhatsApp [he is still using his US#].

He also has a diary secretary, s 47F



BCG contact is

s 47F

T. s 47F
M. s 47F



Catherine Tanna
Managing Director

T. s 47F M. s 47F

EnergyAustralia

Level 33, 385 Bourke Street, Melbourne, Victoria 3000

energyaustralia.com.au



From: s 47F
Sent: Friday, 17 April 2020 8:19 AM
To: s 22
Subject: RE: Meeting request: Nev Power [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

Thanks s 22

Regards
s 47F

From: s 22
Sent: Thursday, 16 April 2020 8:52 PM
To: s 47F
Subject: RE: Meeting request: Nev Power [SEC=OFFICIAL]

OFFICIAL

Thank you s 47F. I have sent a meeting invite for 3.30pm-4pm Wednesday 22 April 😊

Kind regards,
s 22

s 22 | A/g Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
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From: s 47F
Sent: Thursday, 16 April 2020 6:37 PM
To: s 22
Subject: RE: Meeting request: Nev Power [SEC=OFFICIAL]

Hi s 22

Lovely to e-meet you too. s 47F is free between 12 noon and 4pm on Wednesday 22 April.

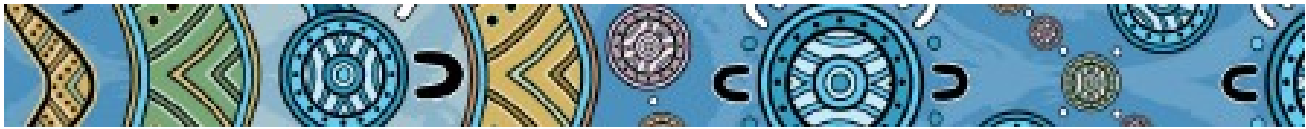
Regards
s 47F

s 47F

T s 47F

E s 47F

Viva Energy Australia Pty Ltd (ABN 46 004
610 459)
GPO Box 872, Melbourne VIC 3001,
Australia
VIVAENERGY.COM.AU



We acknowledge and pay respect to the past, present and future Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual and educational practices of Aboriginal and Torres Strait Islander people. We particularly pay respects to the traditional custodians of the land, across the nation where we conduct business.

From: s 22
Sent: Thursday, 16 April 2020 4:12 PM
To: s 47F
Subject: RE: Meeting request: Nev Power [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 47F

Lovely to e-meet you. Does s 47F have any availability the afternoon of Wednesday 22 April?

Kind regards,

s 22

| A/g Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
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From: s 47F
Sent: Thursday, 16 April 2020 3:48 PM
To: s 22
Cc: s 47F; Power, Neville <Neville.Power@pmc.gov.au>
Subject: Re: Meeting request: Nev Power [SEC=OFFICIAL]

That would be great. s 47F can find a suitable time.

Regards, s 47F

From: Power, Neville <Neville.Power@pmc.gov.au>
Sent: Thursday, 16 April 2020 2:56 PM
To: s 47F
Cc: s 22
Subject: Meeting request: Nev Power [SEC=OFFICIAL]

OFFICIAL

Good afternoon s 47F

Nev Power, Chairman of the National COVID-19 Coordination Commission would like to speak with you next week. Please let me know if there is someone I can liaise with to organise a phone-call meeting.

Thank you.

Kind regards,

s 22

| A/g Executive Assistant to Nev Power
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From: s 22
Sent: Wednesday, 22 April 2020 8:57 AM
To: s 47F
Cc: s 47F
Subject: Rescheduling meeting with Nev & s47F [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Good morning s 47F

I left you a voicemail. Unfortunately we will need to reschedule this afternoon's phone call, apologies!

Would s47F be available today at 11am or later this evening?

Feel free to give me a call if that is easier ☺

Kind regards,

s 22

| Executive Assistant to Nev Power
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Subject: 16:05 s 47F & Nev Power | Viva Energy & NCCC [SEC=OFFICIAL]
Location: s 47F t to call Nev on s 47F
Start: Wed 22/04/2020 4:05 PM
End: Wed 22/04/2020 4:30 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Power, Neville
Required Attendees: s 47F
Optional Attendees: Munro, Kushla

OFFICIAL

Good evening s 47F

Thank you for making the time to speak with Nev. Please call Nev's mobile for this meeting.

Kind regards,

s 22

| A/g Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
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From: s 22
Sent: Wednesday, 22 April 2020 2:28 PM
To: s 47F
Subject: Meeting with s and Nev [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Hi s 47F

On the chance you're looking at your emails, Nev's 3.30pm slot just opened back up. Would s 47F be available 3.30pm-4pm today?

Kind regards,

s 22

| Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
Department of the Prime Minister and Cabinet
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From: s 22
Sent: Wednesday, 22 April 2020 2:56 PM
To: s 47F
Cc: s 47F
Subject: Today's meeting with Nev Power [SEC=OFFICIAL]

Follow Up Flag: Follow up
Flag Status: Flagged

OFFICIAL

Good afternoon s 47F

We would like to reschedule your meeting with Nev today back to the original time, 3.30pm-4pm. Does this suit you?

Apologies for the meeting changes!

Kind regards,

s 22

| Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
Department of the Prime Minister and Cabinet
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Subject: 15:30 s 47F & Nev Power | Viva Energy & NCCC [SEC=OFFICIAL]
Location: s to call Nev on s 47F
Start: Wed 22/04/2020 3:30 PM
End: Wed 22/04/2020 4:00 PM
Show Time As: Tentative
Recurrence: (none)
Meeting Status: Not yet responded
Organizer: Power, Neville
Required Attendees: s 47F
Optional Attendees: Munro, Kushla

OFFICIAL

Good evening s 47F

Thank you for making the time to speak with Nev. Please call Nev's mobile for this meeting.

Kind regards,

s 22

| A/g Executive Assistant to Nev Power
National COVID-19 Coordination Commission (NCCC)
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SMS MESSAGE:

Text Message

Wed, 22 Apr, 3:08 pm

Hi s47F, I'm s47F from Nev Power's office. Are you available 3.30pm-4pm today? We'd like to move your meeting back to this time. Apologies for messaging you direct. I understand your EA s47 is on leave.

Yes, I'm free

Thank you. I will move the meeting now.