

Business Strategy

Event Management

Document Number – GOV-STR-02

This document applies to the following sites:

All Sites <input checked="" type="checkbox"/>

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1.0 Overview

Stanwell Corporation Limited (Stanwell) recognises that the timely notification of Events and subsequent recording and management of those Events is essential for the achievement of Stanwell's strategic objectives and initiatives. When implemented efficiently and effectively, Event Management:

- ensures that Events are escalated and investigated appropriately;
- enables corrective, preventative and improvement actions to be implemented that prevent harm;
- helps to ensure compliance with applicable laws, regulations and policies and Stanwell's right to operate; and
- incorporates and allows for analysis, trending and learning which is essential for the improvement of business systems or business processes (which may include simplification), the management and reduction of risk and/or a reduction of costs.

Stanwell is committed to delivering an Event Management Strategy that applies consistently to all Events across the business.

2.0 Scope

This Event Management Strategy applies to all Events that occur at one or more of Stanwell's sites, or are directly or indirectly related to one or more of Stanwell's Business Activities.

This Event Management Strategy applies to all Stanwell owned and/or operated sites, including sites where contractors may have implemented their own event management processes (for example, Meandu Mine). This Event Strategy also applies to circumstances in which Stanwell's emergency response, incident management or crisis management capability is activated.

Stanwell's directors and employees, and all contractors working for or at Stanwell sites (Our People) and all of Stanwell's visitors are expected to report, record and manage events in accordance with this Event Management Strategy.

3.0 Purpose

The purpose of this Event Management Strategy is to outline Stanwell's approach to Event Management to ensure that all Events are consistently, effectively and efficiently managed at Stanwell.

This Event Management Strategy should be read in conjunction with the Event Management Procedure which sets out the specific details for event management.

4.0 Event Management

4.1 What is an Event?

An Event is an unplanned occurrence that impacts, or has the potential to impact, Stanwell or Our People. An Event can be classified as an Incident, Near Hit or a Hazard:

- an Incident is an unplanned occurrence that impacts Stanwell and/or Our People;

- a Near Hit is an unplanned occurrence that has the potential to impact Stanwell and/or Our People; and
- a Hazard is a situation that, if left uncontrolled, has the potential to impact Stanwell and/or Our People.

Events may have multiple classifications (for example, aspects of an Event may be classified as an Incident and other aspects may be classified as a Near Hit). Where this is the case, the higher classification (Incident) is used for reporting purposes.

The impact of an Incident, or the potential impact of a Near Hit or a Hazard, may include (but is not limited to) harm to Our People, harm to the environment, negative financial impact (including damage to plant), damage to Stanwell's reputation or a breach of one or more of Stanwell's compliance obligations.

Events may arise in all areas of our business. These may be classified into the following categories:

- Environmental;
- Environmental Complaints;
- Finance;
- Generation;
- Health and Safety;
- Information Technology;
- Land and Property;
- Plant/Equipment;
- Process Safety; and
- Trading.

All Events must be reported and recorded in Stanwell's whole-of-business integrated Event, Audit, Risk and Compliance System (EARS). Unless specific notification requirements apply¹, all Events are to be reported as soon as reasonably possible.

4.2 What is not an Event?

Day-to-day or routine activities (for example, routine maintenance work that is managed by site maintenance management systems or Facilities issues (such as broken lights in an office)) are not Events.

Similarly, conversations or interactions with others to gain an understanding of a work situation and to discuss aspects of that activity for opportunities for improvement are not classified as Events. These conversations should instead be recorded in EARS as a Values Interaction.

4.3 What happens when an Event occurs?

Events must be reported, recorded and managed in accordance with the Event Management Procedure (GOV-PROC-46). For each Event, this involves:

- taking **immediate action** to contain the effects of the Event and protect people, the environment and processes where it is safe to do so;

¹ Specific notification requirements are outlined in the Event Management Procedure. These may include (but are not limited to): health and safety events notifiable to Work Health and Safety Queensland; environmental events notifiable to the Department of Environment and Heritage Protection; trading and/or operational events notifiable to the Australian Energy Regulator and/or Australian Energy Market Operator; or financial / commercial events notifiable to the Australian Securities Investment Commission.

- **reporting** the Event (which requires the Event be discussed with the Responsible Supervisor to enable them to gain an understanding of what has occurred);
- **recording** the Events in EARS. Once recorded in EARS, the Event will be escalated appropriately, which includes simultaneous notification to Stanwell's Executive Leadership Team; and
- **managing** the Event (which includes investigating the Event and putting in place corrective and/or preventative measures).

All Events must be closed out within 30 days of being recorded in EARS.² This includes completion of the investigation process (if the Event is an Incident or Near Hit) and consideration of whether the Event has, or is likely to have, an impact on the current or target assessment of related risk.

4.4 Event Review and Oversight

Events are reviewed by Subject Matter Experts to ensure that:

- corrective actions have been implemented and/or completed appropriately; and
- the actions taken have been effective in preventing recurrence and are likely to continue to be effective.

As part of an Event oversight and assurance function, regular reviews of Events are also undertaken by the Compliance and Regulatory Team. Their reviews are undertaken to ensure consistency in reporting and (in consultation with relevant Subject Matter Experts) identify and assess any trends.

4.5 Event Reporting

To provide further visibility of Events and associated actions and outcomes, reports are regularly provided to the Broader Leadership Team and Subject Matter Experts.

5.0 Responsibilities

Chief Executive Officer	Approves the Event Management Strategy. Ultimate accountability for ensuring that Stanwell has a robust and effective Event Management Strategy and that Stanwell is adequately resourced to develop and implement this strategy.
General Manager Corporate Services	Responsible and authorised to develop, update and implement (with the support of Subject Matter Experts) the Event Management Strategy (and supporting Event Management Procedure) to ensure that all Events are consistently, effectively and efficiently managed at Stanwell.
Broader Leadership Team	Responsible and accountable for ensuring the business appropriately implements Stanwell's Event Management Strategy and that Events are consistently, effectively and efficiently managed.
Subject Matter Experts	Responsible for providing expert advice and guidance to the business (including in relation to investigating Events), reviewing Events and identifying opportunities for improvement and reporting on Events (as required).
Our People	Responsible for identifying Events, reporting all Events to their manager or supervisor and recording those Events in accordance with the Event Management Procedure.

² An investigation may take longer than 30 days to close out where external parties are involved in the investigation (for example, Workplace Health and Safety Queensland). Where this is the case, or is likely to be the case, the Responsible Supervisor should advise the responsible EGM as soon as possible.

6.0 Review and Consultation (Prior to Approval)

This Document is required to be reviewed, as a minimum, every 2 year/s.

7.0 Communication Plan (After Approval)

This Event Strategy will be communicated via GenNet and targeted communications will be provided to Subject Matter Experts. Training on the Event Management process and supporting tools will also be provided.

8.0 References

ENV-POL-01	Environment Policy
GOV-POL-20	Compliance and Regulatory Management Policy
GOV-POL-30	Code of Conduct – The way we work at Stanwell
GOV-POL-37	Business Resilience and Risk Management Policy
MNT-POL-01	Trading Risk Management Policy
OHS-POL-01	Health and Safety Policy

9.0 Definitions

Broader Leadership Group

Stanwell's Executive General Managers and their direct reports

Business Activities

Stanwell's business activities are set out in the Objects clause (clause 5) of Stanwell's Company Constitution. These are to:

- generate and sell electricity;
- trade electricity;
- undertake all activities incidental, ancillary or considered by the Board to be necessary or desirable to generate and sell or trade electricity, including:
 - owning and operating electricity generation plants;
 - trading in financial products and other products and instruments, and undertaking other energy and environmental and financial market related activity;
 - owning and operating coal mines to ensure the continued generation and sale of electricity; and
 - investigating, investing in and developing future fuel resources to ensure the continued generation and sale of electricity;
- do all things reasonably related to supporting, sustaining or developing the economic and efficient generation and/or sale of energy;
- undertake the sale or purchase of coal, gas or water, and do all things reasonably related to supporting, sustaining or developing such undertaking;
- investigating, investing in and otherwise participating in, coal mining and gas exploration and development projects;
- investigating, investing in, acquiring, and otherwise participating in, the development of technologies and projects relating to clean energy, renewable energy, carbon capture and storage, the reduction of carbon emissions and other environmentally friendly and energy efficient systems and

- processes; and
- carry out any activity that is incidental or ancillary or considered by the Board to be necessary or desirable to achieve the above.

EARS	Stanwell's integrated Events, Audit, Risk and Compliance system. EARS is the tool used by Our People across all our sites to effectively and efficiently manage and report on Events. EARS is accessed electronically via GenNet, Stanwell's intranet.
Event	An Event is an unplanned occurrence that impacts, or has the potential to impact, Stanwell or Our People. An Event can be classified an Incident, Near Hit or a Hazard.
Hazard	A situation that, if left uncontrolled, has the potential to impact Stanwell and/or Our People.
Incident	An unplanned occurrence that impacts Stanwell and/or Our People.
Near Hit	An unplanned occurrence that has the potential to impact Stanwell and/or Our People.
Our People	Stanwell's directors and employees, and all contractors working for or at Stanwell sites.
Responsible Supervisor	The relevant management representative who assumes overall responsibility for management of the Event through the various stages to event close out.
Subject Matter Expert (SME)	A person who has extensive knowledge in one or more of Stanwell's functional areas.
Values Interaction	A proactive way to discuss safe, responsible and commercial behaviours that impact how we operate at Stanwell and at home. A Values Interaction involves having a conversation with people to gain an understanding of their work situation and discussing aspects of the activity that deserve positive recognition or indicate opportunities to improve. Values Interactions are recorded in EARS.

10.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
0	18.05.2015	Event Strategy created to ensure that all Events at Stanwell are consistently, efficiently and effectively managed.	M. Maraj	K. Biggs	R. Van Breda