

Business Procedure

Handling Media Enquires Document Number – CORP-MAN-21

This document applies to the following sites:

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

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1.0 Purpose

To ensure all Stanwell employees and contractors are aware of Stanwell's media procedures in the event they are contacted by a journalist or other media representative seeking information relating to Stanwell operations or activities.

2.0 Who can speak to the media?

Only the following people are permitted to conduct media interviews:

- Chief Executive Officer
- Chief Executive Officer's designated spokesperson (determined on a case-by-case basis)
- Strategy and Engagement team members.

3.0 How should I respond to media enquiries?

If you are approached by a journalist:

- Always be polite.
- Refrain from answering any questions relating to Stanwell operations or activities.
- Refer the journalist to the Strategy and Engagement team.
 - Work hours – Stephanie McMahon 07 3228 4550 or Kaz Cottier 07 32284579.
 - After hours – Stephanie McMahon 0419 790727 or Kaz Cottier 0417 652461.

Details are also available on Stanwell's web site.

4.0 Review and Consultation (prior to approval)

This document is required to be reviewed, as a minimum, every three year/s.

5.0 Communication Plan (after approval)

Once this document has been approved, its contents will be communicated to all Stanwell employees.

WRITTEN BY: ENDORSED/CHECKED BY: APPROVED BY: DATE:
 NAME: J.Anglesey NAME: C.Marangelli NAME: K.Cottier

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6.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorsed by	Approved By
0	07.07.98	Replacement for original Tarong Power Station Business Procedure T-BP-PER-005 and original Corporate AUSTA Electric Procedure AUSTA-COMMS-02.	Danny O'Brien		R Holden
1	02.07.00	Section 3.1, General, and Section 3.2, Flowchart, amended to reflect current Personnel Titles and activities. Refer to Internal QA Audit B-AUD00-07 and Corrective Action Requests B84.	D Price		R Holden
2	06.09.02	Reference to Corporate "Communications" updated to Corporate "Affairs".	D Price		C O'Meara
3	15.06.09	Updated to reflected current process.	J Merritt		S McMahon
	20.01.11	Procedure reviewed and updated.	J. Merritt		S. McMahon Not Approved – did not make it onto system
4	31.03.2014	Procedure reviewed and updated	J. Merritt	J. Gregg	S. McMahon
5	22.12.2020	Procedure reviewed and updated	J.Anglesey	S.McMahon	K.Cottier