Senate Environment and Communications References Committee Australia Post inquiry

Responses to written questions from Committee Chair

Question	Response			
In relation to this media statement announcing Ms Holgate would stand aside	1. The statement was drafted by Australia Post's General Manager Corporate Affairs, Executive General Manager Community			
on 22 October 2020 (https://newsroom.auspost.com.au/article/statement-	& Consumer and Group Chief Financial Officer. Work to prepare a media statement commenced mid-afternoon, as media			
from-the-australia-post-chairmanlucio-di-bartolomeo):	enquiries were being received by Australia Post. A draft was provided to Australia Post's Chair at 3:14pm in which the drafters			
	contemplated (in light of statements made in Question Time) that any media statement would need to deal with management			
1. Who drafted the statement? At what time of the day was it drafted?	arrangements while the investigation was being conducted. A further draft was provided to the Chair at approximately			
2. Who approved it? At what time of the day was it approved?	6:20pm, which was prepared before the Chair had updated the drafters on the outcome of his discussions with Ms Holgate			
3. When was the statement first released? When was it first published? By	and the decisions made at the Board meeting. The Chair provided feedback on that draft, shortly before 7:03pm, following the			
what method/s was it released/distributed?	Board meeting which closed at 6:20pm.			
4. Please provide documentary evidence of the approval of the statement	2. At its meeting on 22 October 2020, which closed at 6:20pm, the Board approved the Chair issuing a public statement – and			
(emails, etc), showing the times the statement was sent for approval, and	the substance of that statement. The Chair approved the statement subsequently issued (see below) when providing his			
received, and the time the approval was sent.	feedback shortly before 7:03pm (see above). A copy of the statement to be issued was provided to the Board at 7:20pm.			
	3. The statement was first released/published/distributed at 7:40pm via publication on the Australia Post online newsroom,			
	after being sent to Ms Holgate via email at 7:20pm. (See paragraph 2.1.10 of Australia Post's submission dated 19 March 2020			
	and page 13 of Australia Post's further submission dated 11 May 2021, and Appendix 29 to that submission.)			
	4. Documentary evidence related to the drafting and approval of the statement is enclosed. The Minutes of the 22 October			
	2020 Board meeting (which were tabled during the Senate Inquiry hearings) are also relevant (as described above).			

From: <u>Macdonald, Nick</u>

To: <u>Idibart</u>

Subject: Draft Statement from the Chair

Importance: High

Hi Lucio

Here is a draft Statement prepared by Corporate Affairs, for your review.

We are apparently being bombarded with media enquiries, and Michelle is keen to get this out.

Importantly, the statement corrects the record regarding the cost of the gifts and the payment of FBT.

Kind regards

Nick

Statement from the Chairman

Australia Post will fully cooperate with the recently announced investigation to be conducted by shareholder departments.

In response to a question taken on notice in today's Senate Estimates hearing on the purchase of staff recognition gifts, the total cost of these four gifts was \$19,500 and FBT was paid in relation to each item.

Australia Post is working through interim management arrangements while the investigation in conducted.

From: <u>Macdonald, Nick</u>

To: <u>Idibart</u>

Cc: Sheffield, Nicole
Subject: FW: For Lucio"s approval

Lucio

Here is a further draft of a statement, for your review.

Michelle is also preparing an internal note, which we'll send to you for review.

Kind regards

Nick

From: Skehan, Michelle

Sent: Thursday, 22 October, 2020 6:14 PM

To: Sheffield, Nicole ; Macdonald, Nick

Subject: For Lucio's approval

Statement from the Australia Post Chairman, Lucio Di Bartolomeo

The Australia Post Board and management team will fully cooperate with the recently announced investigation to be conducted by shareholder departments.

We remain committed to delivering for our important stakeholders – our people, our Post Office partners, our customers and the community.

Group CEO & Managing Director CEO Christine Holgate will stand aside during the investigation and will take personal leave. During this time, xx will be acting in the role.

Michelle Skehan General Manager Corporate Affairs



From: Sheffield, Nicole
To: Macdonald, Nick
Cc: Skehan, Michelle
Subject: Re: For Lucio"s approval

Date: Thursday, 22 October, 2020 7:03:40 PM

Just spoke to Lucio he wants the changes below... Nick can you pls send it out to the entire board once confirmed

Nicole Sheffield Executive General Manager Community & Consumer

On 22 Oct 2020, at 6:21 pm, Macdonald, Nick wrote:

Thanks Michelle. I have shared this with Lucio and mentioned that an internal note is also being prepared.

Nick Macdonald

General Counsel & Corporate Secretary

From: Skehan, Michelle

Sent: Thursday, 22 October, 2020 6:14 PM

To: Sheffield, Nicole ; Macdonald, Nick

Subject: For Lucio's approval

Statement from the Australia Post Chairman, Lucio Di Bartolomeo

The Australia Post Board and management team will fully cooperate with the recently announced investigation to be conducted by shareholder departments.

We remain committed to delivering for our important stakeholders – our people,

our Post Office partners, our customers and the community.

Group CEO & Managing Director CEO Christine Holgate will stand aside during the investigation. During this time, Rodney Boys, CFO will be acting in the role.

Michelle Skehan General Manager Corporate Affairs		
<image001.jpg></image001.jpg>		

From: Skehan, Michelle

To: Sheffield, Nicole; Macdonald, Nick

Cc: Boys, Rodney

Subject: RE: For Lucio"s approval

Date: Thursday, 22 October, 2020 7:10:33 PM

Nick – can you please share with the board this will be distributed at 7.15pm.

Statement from the Australia Post Chairman, Lucio Di Bartolomeo

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Group CEO & Managing Director CEO Christine Holgate will stand aside during the investigation. During this time, Rodney Boys, Chief Financial Officer will be acting in the role.



From: Macdonald, Nick

To: <u>Idibart; Andrea Staines; West, Jan; .com; Mciver, Bruce; Nutt. Tony; Ronaldson, Michael;</u>

Willmott, Deidre

Subject: Media statement

Dear Directors

The following media statement will be issued shortly.

Statement from the Australia Post Chairman, Lucio Di Bartolomeo

The Australia Post Board and management team will fully cooperate with the recently announced investigation to be conducted by shareholder departments.

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Group CEO & Managing Director Christine Holgate will stand aside during the investigation. During this time, Rodney Boys, Chief Financial Officer will be acting in the role.

Kind regards Nick