

CORONAVIRUS DISEASE 2019 (COVID-19) BUSINESS RESPONSE PLAN

Alert Orange Response Summary

Key Business Activity	Risk	Control	Responsibility
Supply of materials and/or provision of services requiring materials	Disruption to supply of materials due to short supply and/or logistical problems in the supply chain	<ul style="list-style-type: none"> <li>Millennium has long standing supply arrangements with several major local suppliers and do not rely on a single source</li> <li>Suppliers will monitor stock levels and hold stock for Millennium (Our key supplier is holding 2 months supply of core items exclusively for Millennium use)</li> <li>Millennium will monitor potential material shortages and communicate regularly with suppliers so proactive alternate arrangements can be put in place</li> </ul>	Millennium General Manager Millennium Approved Supplier
Provision of labour to deliver services	Disruption to our service as a result of labour shortages due to quarantine guidelines or illness	<ul style="list-style-type: none"> <li>Re-allocate our existing casual workforce</li> <li>Utilise pre-approved labour hire contracting services after consultation with client</li> <li>Ensure our work practices are in line with Government Health Authority advice including steps to minimize the risk of infection such as self-isolation and reporting</li> <li>In consultation with our clients review operating patterns to maintain services whilst reducing risk of exposure to our workers, especially those who may be at higher risk of serious illness</li> </ul>	Millennium General Manager

Key Business Activity	Risk	Control	Responsibility
Suitability of services and work practices	Work practices and / or services are not aligned with official Government Health Authority advice	<ul style="list-style-type: none"> <li>• Millennium will continuously monitor official Government Health Authority advice</li> <li>• Any changes in this advice will be escalated to the Millennium Executive Leadership Team for consideration</li> <li>• Millennium will consult both internal and external stakeholders when planning changes to work practices or service delivery and communicate this in accordance with our Pandemic Response Communication Plan</li> </ul>	Millennium Executive Leadership Team National Health and Safety Manager Communications Manager
Business support functions	Disruption to our service as a result of labour shortages in our business support functions	<ul style="list-style-type: none"> <li>• Implement remote working strategies if the outbreak impacts communities in which our offices operate</li> <li>• Reduce travel and face to face meetings and utilize teleconference and skype facilities</li> <li>• Stagger work shifts to reduce person to person contact in office locations</li> </ul>	Millennium Executive Leadership Team