

# Attachment E - Aircraft, Fixed Camps and In-Field Hire Car Booking Procedure and Costs for the Cooper Basin & GLNG

This procedure shall be followed by a Contractor, and any Sub-Contractors who are required to travel to Santos sites and / or book Santos charter flights, fixed camp accommodation or infield car hire.

## 1. Santos Account Number

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**Contractors and Sub-Contractors must apply for an account number PRIOR to undertaking steps 2 and 3, AT LEAST 10 WORKING DAYS PRIOR TO INTENDED TRAVEL**

The Contractor, and any Sub-Contractors, must email [accounts.receivable@santos.com](mailto:accounts.receivable@santos.com) requesting a Santos Accounts Receivable Customer Maintenance Form.

## 2. Cooper Basin & GLNG

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The following procedure shall be followed by Contractor personnel and/or visitors when booking Santos charter flights and accommodation for the Cooper Basin and GLNG.

**NOTE:** Contractor's personnel working in the Cooper Basin must have a valid profile in INX. Travel in the Cooper Basin is managed by the Compass Service Centre. QLD EQ travel must be booked through the Workflow system when completing an ATV.

### 2.1 Santos Cooper Basin Identification Pass

Contractor personnel intending to travel to the Cooper Basin on Santos business are required to be in possession of an authorized Santos Issued identification pass.

#### a. Santos Issued Identification Pass

Once a valid Santos profile form has been processed, an ID card can be issued on arrival at Moomba or Ballera by attending the security office in Moomba (located next to the New Terminal) or the RFDS clinic in Ballera.

Prior to a Santos ID card being issued a photo ID must be presented when checking in.

### 2.2 Regular Contractor Travel

#### a. Cooper Basin

Contractor's staff intending to perform work in the Cooper Basin, must complete a Santos Profile creation form and submit via the Compass service portal.

Requests for profile creation should be directed through the Compass Portal at least **five (5)** working days prior to proposed date of travel.

**Important:** to obtain a Santos profile and access pass, Contractor's staff must complete the requirements of the EHS onshore Induction. Photo identification must accompany all applications and proof of completion of the EHS induction. Any applications submitted without the above information attached will be returned.

Compass Service Desk can be contacted on: 1800 290 940

#### b. GLNG

Travel to Santos camps in Eastern Queensland is booked via the GLNG ATV (Authority to Visit) system. ATV confirms business purpose for Travel. ATVs (Authority to Visit) and travel bookings should be completed at least 5 days prior to travel.

<http://teams-bne.santos.com/sites/USOPS/OPSSUPPORT/Pages/Travel-Centre.aspx>

Further information and links to the booking request can be provided by contacting:

GLNG Travel Centre - 8:30am-5pm (QLD time)

Phone: 07 3838 5522

Email - [GLNG.Upstream.Operations.Travel.Centre@santos.com](mailto:GLNG.Upstream.Operations.Travel.Centre@santos.com)

### 2.3 Santos Cooper Basin Issued VRF (Visitor Request Form)

For emergencies or where a single short term stay of less than 48 hours is required, and where the person coming to site will not be undertaking any work other than observation (eg: Tender / presentation), a request for a visitor access may be sort using the VRF form located on the Compass Service Portal. In this case, if the VRF is approved, the VRF number is used in place of the Santos Security ID number on the Accommodation & Air Travel booking form.

An VRF request form may be obtained as follows:  
Contacting the Compass Service Desk on: 1800 290 940

### 2.4 Flight / Accommodation Booking Procedure

All Adelaide / Moomba / Ballera / Brisbane and Intrafield charter flights will be booked by the Compass Service Desk once approved (see 2.2)

All accommodation whilst staying in the Santos Fixed camps is also arranged through the Compass Service Desk.

Bookings are made via an Excel booking form, please contact the Compass Service Desk on 1800 290 940.

Hours of Operation:

Mon- Fri 6am-6pm and

8-4pm Sat -Sun

Phone: 1800 290 940

### 2.5 Charter Flight Check-in Procedure

All Santos operated charter flights to the Cooper Basin are provided by Alliance and Sharp Airlines.

All passengers are required to check-in at the airport terminals (Adelaide – Main T1 terminal, Brisbane – Main domestic terminal, Moomba and Ballera) at least sixty (60) minutes prior to the scheduled departure time. A Santos ID or Photo ID must be presented at check-in.

**Standard baggage weight for ALL passengers on all Alliance / Sharp flights is twelve (12) kilograms of checked baggage and seven (7) kilograms cabin luggage. This will be monitored by check-in staff and passengers**

**Enclosed footwear MUST be worn on all flights into and out of the Cooper Basin and Intra-field services operated by Sharp Airlines.**

#### a. Flight Booking Cancellations (NO SHOWS)

Flight bookings may be charged to the Contractor if notification of cancellation is not received by the travel centre at least 2.5 hours before nominated flight departure time.

**NOTE:** Repeated NO SHOWS may result in future travel being restricted.

#### b. Waitlist / Priorities / Changes

Any waitlist will be managed via the Travel Centre. Santos reserves the right to allocate seating based on business/operational needs, even if travel has been previously confirmed.

#### c. Excess Baggage

Approval is to be sought in advance from Santos for all additional or oversized/weight luggage in excess of the standard weights for all Alliance flights.

Contact the Compass service Centre to obtain approval process.

#### d. Check-in: Prohibited items

CASA and the respective airline carriers have strict rules around what can and cannot be carried on board aircraft. CASA have some guidance material available on their website:

<https://www.casa.gov.au/safety-management/landing-page/dangerous-goods>

Everyday items that can cause problems include toiletries, aerosols, tools and lithium batteries and items contained in tool boxes eg: aerosols / lubricants etc..

You can also check with your airline or airport staff should you have any questions.

<http://www.allianceairlines.com.au/when-we-fly/prohibited-items>

<http://www.allianceairlines.com.au/when-we-fly/dangerous-goods>

In addition to the above, Santos also prohibit the carriage of Alcohol into Santos sites and facilities. Failure to adhere to the above may result in travel being declined or removal from site.

#### e. Air Freight to the Cooper Basin

For all air freight to the Cooper Basin please refer to the Supplier Delivery Information Guide which is available from the Santos Procurement website at:

[www.santos.com/procurement](http://www.santos.com/procurement)

#### f. Flight disruptions / Baggage claims

Should a Cooper Basin charter flight be delayed, Santos will work with the carrier to ensure all impacted passengers are uplifted as soon as is practical. Santos is not liable for any delay, nor for damage to passenger bags or freight. Please refer to Alliance airlines terms and conditions for travel, all other TC's are available from the respective carrier(s):

<http://www.allianceairlines.com.au/terms-conditions>

### 2.6 Camp Management Services

#### a. Accommodation Bookings for Santos Fixed Camps

For Cooper Basin accommodation queries contact the Compass Service Centre  
Telephone: 1800 290 940

Tarbat – Santos Production Camp - Accommodation Bookings  
Telephone: (07) 4656 4646

#### b. Checking Out

Personnel booking out **MUST** return their room key to the Camp Manager (or collection box in Moomba / Ballera Airport).

Personnel departing **AFTER HOURS** shall deposit their room keys in the box located outside the Camp Manager's office before departing.

Lost keys will incur a lost key fee administered by Santos to the contractor's company.

#### c. Cooper Basin Casual Meals

A casual meal is a meal consumed at a camp by a person who is not a resident of a Santos camp for that particular day/night. Contractor's personnel must complete the sign sheet available in each camp mess.

#### d. Cooper Basin Field Meals

A field meal is defined as a take-away meal provided to camp residents in lieu of a meal in a dining room. Field meals can be ordered by lodging an official request form with the Camp Manager/ Kitchen before 1900 hours on the day prior to their requirement. Forms are available from the dining room at Moomba, Dullingari, Tirrawarra and the Camp Manager/kitchen at Ballera and Jackson.

#### e. Cooper Basin Food Issues

Food issues consist of additional food items not covered by the daily resident rate. A Contractor can purchase food issues direct from the catering Contractor upon presentation to the Camp Manager of an approved Contractor's Purchase Order.

f. GLNG Field Meals (Lunch Crib)

All lunch crib meals for GLNG in-field camps are takeaway and are available to camp residents within camp breakfast services.

2.7 Payment of infield travel by the Contractor

A regular invoice for travel will be rendered to the Contractor, for the services provided. Queries relating to an invoice should be directed to Santos Limited, Accounts Receivable [accounts.receivable@santos.com](mailto:accounts.receivable@santos.com)

The applicable daily resident rate shall be revised by Santos from time to time and published on the Cooper Basin Flight schedule.

If infield travel costs are reimbursed by Santos as part of the contractual arrangement then the contractor is required to obtain a suitable cost centre code and task number from the relevant Santos Representative who is procuring the services. The contractor is required to use this code at the time of booking. Under this arrangement the contractor will not be charged for their infield travel.

### 3. Charter Air Transport and Fixed Camp Accommodation Costs for Santos Sites across Australia

#### **IMPORTANT**

The rates shown on this appendix are current at the date of this issue. These costs may be reviewed at any time and an updated price list issued to all existing Contractors. Santos will charge the rates current at the time of service use.

#### **CONTRACTOR & THIRD PARTY ACCOMMODATION CHARGE SCHEDULE**

**FROM 1<sup>st</sup> April 2018 UNTIL FURTHER NOTICE**

	<b><u>Contractor Excluding GST</u></b>	<b><u>GST</u></b>	<b><u>Total</u></b>
1. Moomba Operating Camp	\$150.00	\$15.00	\$165
2. Dullingari/ Tirrawarra/ Jackson/ Ballera Operating Camps	\$168.00	\$16.80	\$185
	\$220.00	\$22.00	\$242
3. GLNG Operating Camps	\$150.00	\$15.00	\$165
4. Casual Meals - <b><u>ALL CAMPS</u></b>	\$13.63	\$1.36	\$15

#### **THIRD PARTY# ACCOMMODATION CHARGE**

# Third parties include personnel utilising the described services, however are not undertaking work in direct support of Santos operations.

#### **AIR FARE COSTS**

#### **COOPER BASIN CONTRACTOR 3<sup>rd</sup> PARTY AIR FARE CHARGE SCHEDULE**

**FROM 1st APRIL 2018 UNTIL FURTHER NOTICE**

1. <b><u>Seat Cost – Scheduled Services</u></b>	<b><u>One way seat Excluding GST</u></b>	<b><u>GST</u></b>	<b><u>Total</u></b>
Adelaide/Moomba*	\$ 209.10	\$20.91	<b>\$230.00</b>
Adelaide/Ballera*	\$ 318.18	\$31.82	<b>\$350.00</b>
Ballera / Moomba	\$ 181.82	\$18.18	<b>\$200.00</b>
Brisbane/Ballera	\$ 350.00	\$35.00	<b>\$385.00</b>
Brisbane/ Moomba (via Ballera)	\$ 531.82	\$53.18	<b>\$585.00</b>
Ballera/Tarbat	\$ 213.64	\$21.36	<b>\$235.00</b>
Moomba/Tarbat	\$ 400.00	\$40.00	<b>\$440.00</b>

\* The Adelaide / Ballera fare of \$350.00 applies to the Wed Direct flight only.