

## BOARD OF INQUIRY INTO THE COVID-19 HOTEL QUARANTINE PROGRAM

**AFFIDAVIT OF JASON HELPS**


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Date of document: 4 November 2020

Filed on behalf of the Department of Health and Human Services

Prepared by:

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Reference RLB 1305953

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I, **JASON HELPS**, of 50 Lonsdale Street, Melbourne in the State of Victoria, Deputy Director of Emergency Operations and Capability, Emergency Management Branch, Department of Health and Human Services (**Department**), make oath and say:

**Notices to Produce**

1. On 31 August 2020, the Board of Inquiry into the COVID-19 Hotel Quarantine Program (**Board**) served on MinterEllison a Notice to Produce known as NTP-133. NTP-133 required the production of a statement from me addressing 17 questions.
2. On 8 September 2020, I signed a statement addressing those 17 questions (**First Statement**). The First Statement was subsequently produced to the Board in response to NTP-133.
3. On 28 October 2020, the Board served on MinterEllison a Notice to Produce being NTP-168. NTP-168 required the provision of an affidavit answering three questions. This affidavit is provided in response to those questions. This affidavit has been prepared with the assistance of lawyers and Departmental officers.
4. I make this Affidavit based on matters within my knowledge and documents and records of the Department. I have also used and relied upon data and information produced or provided to me by officers within the Department.

**QUESTIONS**

**Exhibit 229 (DHS.5000.0133.6518)**

**Question One**

**Exhibit 229 (DHS.5000.0133.6518) is an email chain which concludes with the contents of previous emails being forwarded from an email address described as "SCC-Vic (State Controller Health)" to your email address at 8:14 PM on 2 July 2020. To the best of your knowledge:**

- (a) **Who is responsible for forwarding you this email chain on 2 July 2020?**




5. On 2 July 2020, I worked my last shift as State Controller. At that stage, I had been in the State Controller role for a period of approximately 5 months, and I was preparing to return to my "business as usual" role within the Department. For those with roles in the State Control Centre, generic email accounts were allocated. The generic account, "SCC-Vic (State Controller Health)" was a position-based account (**the Generic Account**) created for use by the State Controllers, as well as by the Deputy State Controller (Health) while supporting Operation Soteria.
6. The creation and use of the Generic Account ensured that emails sent to the generic email address could be shared and easily accessed by a variety of individuals across a variety of agencies.
7. During my time as State Controller, I used the Generic Account along with Andrea Spiteri, with whom I shared the role of State Controller, on a roster basis. I also continued to use the email account provided to me by the Department of Health and Human Services (**my Department Account**) in my business as usual role. I sent or responded to emails using either account depending on from which account the correspondence originated.
8. As at 2 July 2020, I was aware that the Inquiry had been initiated, and expected that I may need to assist the Inquiry or the Department by providing relevant background information to the Hotel Quarantine Program. I was unsure whether I would continue to have access to the Generic Account so I forwarded some emails that I was involved in to my Department Account.
9. On this day, I logged in to the Generic Account and forwarded approximately 30 emails to my Department Account. I believed that those emails may have been relevant to Inquiry. I believe that this compilation of 30 emails included Exhibit 229 (**DHS.5000.0133.6518**).

**-(b) Why was this email chain forwarded to you on 2 July 2020?**

**Please provide details in relation to your answer including identification of each occasion on which you sent this email chain, or any part of it, to anyone else including your reason(s) for doing so and to whom it was sent.**

10. I set out above in answer to Question 1(a) the reason that the email was forwarded to me.
11. The only other occasions I sent this email, that I am aware of, are on 13 July 2020, 20 September 2020 and 28 September 2020 either directly, or as contained in other email chain documents for the purpose of the Department obtaining legal advice in connection with the Inquiry.

**Exhibit 230 (DHS.0001.0123.0011)**

**Question 2**

**Material obtained by the Board (including DHS.0001.0124.1788; DHS.0001.0124.1833) reveals that on 20 September you forwarded the email chain comprising Exhibit 230 to:**

**REDACTED**



Gray Corbett

REDACTED

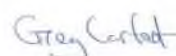
**Subject to Non-Publication Order**

Other than by reason of the contents of emails in the chain comprising Exhibit 230, did you have any and if so what:

- (i) bases; and/or
- (ii) reason(s),

to believe that Professor Sutton knew about the use of private security in the Hotel Quarantine Program prior to late May 2020? If so, please provide details and including copies of any relevant documents.

12. In early to mid-July 2020, I had concern with comments made by Professor Sutton in the media, as I felt he had distanced himself and the Public Health team from aspects of the Hotel Quarantine Program, where I felt he had responsibilities. On a second occasion, he had apportioned broad responsibility for the program to the Department's Emergency Management Branch. At the time, I felt that these comments were an unfair reflection of the governance of the Hotel Quarantine Program and roles of the Public Health team and the Emergency Management Branch. I raised these concerns at the time and I addressed the substance of the issues, being the level of control and input that I believed the Chief Health Officer and Public Health command had over the Program, in both my first statement and my evidence before the Board.
13. Over the weekend of 20 September 2020, I was working through evidence that had been presented to the Board in preparation for contributions I would be making to the Department's final submission. In preparing for final submissions, I re-read the email of 27 March 2020 (Exhibit 230) and many other documents. At the time, I had concerns with some assertions made by, and the focus of questioning from, Counsel Assisting. I had additional concerns with the lack of thoroughness of some witnesses evidence.
14. The emails forwarded by me to Andrea Spiteri, Merrin Bamert and Pam Williams, and the comments made by me were sent in this context. My comments are my own view and I have no direct knowledge that Professor Sutton, actually knew, of the use of private security.
15. At the time of making this Affidavit, I have not spoken to or corresponded with Professor Sutton in relation to his knowledge of the use of private security in the Hotel Quarantine Program.
16. The bases and reasoning for my comments set out above at Question 2(d) arose from 5 months of the operational role as State Controller, my recollection of discussions, plans, documents and emails, along with my knowledge of exhibits, testimony and documents before the Board at the

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time, as there are a number of instances that arose throughout the course of the Hotel Quarantine Program which lead me to believe that Professor Sutton may have been aware or had the opportunity to be aware of the use of private security.

17. These instances include circumstances where Professor Sutton was copied into emails referring to the use of private security, where deputies under his command were involved in correspondence referring to the use of private security, or where certain documents and policies which referred to the use of private security were specifically sent to Professor Sutton for approval.
18. I now understand that the email of 27 March 2020 sent from Professor Sutton to Braedan Hogan at 6.45pm (**DHS.0001.0123.0011**) is an email that is of interest to the Board in that the Board is interested in what Professor Sutton's knowledge was *after* the decision was made to engage private security. At the time of making my First Statement, I was not asked about this specific issue of Professor Sutton's knowledge, nor was I aware that this was an area of focus for the Board at that time. Instead, I was of the understanding that the Board was interested in who and when the decision was made to engage private security. These were also not issues I was cross-examined on during the hearing.
19. The specific instances that may be relevant to Professor Sutton's knowledge are as follows:
- (a) The email dated 27 March 2020 titled, ""VIC Hotel Quarantine arrangements" which is the subject of NTP-168P (Exhibit 230).
- (b) The email dated 1 April 2020 sent by Dr Finn Romanes to Meena Naidu, with Professor Sutton and others copied in, titled "*Introduction in relation to allowing smoking for people in mandatory quarantine*", (**DHS.5000.0096.3347**, and contained in bundle being Exhibit 114d). The email references the use of "security guards" to accompany people on smoking breaks. This email in the opening paragraph states the following:
- "To enable your authorised officers to maintain the detention arrangements, it has been agreed with the Chief Health Officer that the following smoking policy applies..."*
- (c) The email dated 3 April 2020 sent by Dr Finn Romanes to Dr Annaliese Van Diemen and Professor Sutton titled, "*For Approval – DHHS Physical Distancing and Public Health Compliance and Enforcement Plan – 4 March 2020*" (**DHS.5000.0123.3240** and contained in bundle being Exhibit 114d). This email begins with the following:
- "Dear Annaliese and Brett  
Please find attached the draft Plan for Approval..."*

This email attached the “COVID-19 DHHS Physical Distancing and Public Health Compliance and Enforcement Plan” (DHS.5000.0123.3241 and contained in bundle being Exhibit 114d). This plan contains numerous references to the use of private security.

(d) “The COVID-19 Mandatory Quarantine Healthcare and Welfare Plan – Operation Soteria” dated 17 April 2020, (DHS.5000.0111.4966 and contained in bundle being Exhibit 114d). This plan contains numerous references to the use of private security.

(e) In paragraph 40 of Dr Finn Romanes' witness statement (DHS.9999.0013.0001), he states:

*“On 17 April 2020, I circulated by email a further Draft Mandatory Quarantine Health and Welfare Plan to the DCHO, CHO and State Controller with my observations ...”*

(f) On 17 April 2020, Dr Finn Romanes sent an email titled, “Saved in Trim For Information / Holding pattern - Draft Healthcare and Welfare Plan for Operation Soteria” (DHS.5000.0111.4902 and contained in bundle being Exhibit 114d). This email was sent to Dr Annaliese Van Diemen with Professor Sutton, myself and others in copy. It attached two documents, both of which contained numerous references to the use of private security:

*Protocol for AO – Direction and Detention notice (DHS.5000.0111.4903 and contained in bundle being Exhibit 114d)*

*Draft Mandatory Quarantine Health and Welfare Plan (DHS.5000.0111.4966).*

(g) On 18 April 2020, Dr Finn Romanes sent the “Draft Mandatory Quarantine Health and Welfare Plan” to Pam Williams, with Professor Sutton in copy. (DHS.5000.0110.7942 and contained in bundle being Exhibit 114d). This email also attached the above two plans.

(h) On 24 April 2020, John Spasevski, DHHS Executive Lead, Coordination Cell sent an email to the Professor Sutton, myself and others. This email was in relation to a meeting to discuss the CCC submission on Quarantine (the CCC sub identified alternate arrangements to Hotel Quarantine). The power point for discussion contained the following reference to use of private security (DHS.5000.0016.4760 with enclosures at DHS.5000.0016.4761 and DHS.5000.0016.4773).

Domains
<b>Logistics and administration</b>

Objectives
<ul style="list-style-type: none"> <li>• Minimise complexity, while feasible to deliver services such as:                             <ul style="list-style-type: none"> <li>• Transport</li> <li>• Security</li> <li>• Accommodation and food</li> <li>• Welfare</li> <li>• Medical support</li> </ul> </li> <li>• Minimise risk of non-compliance by new arrivals</li> <li>• Maximise utilisation of enforcement and oversight resources (such as Authorised Officers)</li> </ul>

*Greg Carfoot*

- (i) On 28 April 2020, John Spasevski again sent an email to Professor Sutton, myself and others titled, "*CIC-CCC Submission – Sustainable Quarantine Arrangements PACK FOR FEEDBACK*" (the **Submission**). The email was seeking CCC approval the following:

*"Approve Victoria's Chief Health Officer negotiating nationally for a preferred sustainable model of quarantine that prevents or minimises the transmission of COVID-19 from returned travellers to the Victorian public until a safe and effective vaccine is available with the minimum restriction on the human rights of those quarantined."*

Contained in the Submission is the following paragraph which refers to private security:

*"At the time of writing this submission, over 6,500 returned travellers have been detained in Victoria, of whom around 50, or less than one per cent, have returned positive tests for COVID-19, predominantly due to cruise ship travel. They have resided across 15 hotels. Staffing for this program is required to administer the program, contract and support the hotel staff in accommodating returned travellers, support, security and compliance staff to manage the detention at the all ports, transport and at the hotels. The operation is supported by Victoria Police."*

**(DHS.5000.0016.4819 with enclosures at DHS.5000.0016.4820, DHS.5000.0016.4822, DHS.5000.0016.4823 and DHS.5000.0016.4827)**

- (j) Along with the above documents, from my operational involvement I am also aware of the following:
- (i) That the Public Health Commander, Dr Annaliese Van Diemen, (who reported to Professor Sutton), was aware of the use of security very early in the Hotel Quarantine Program and facilitated advice on PPE and IPC, for private security, from various staff in the Public Health Command. I was also aware of many other occasions where the use of private security was discussed with, or in the presence of, the Public Health Commander.
- (ii) That private security was referenced numerous times in the various versions of the Operation Soteria Plans. On 10 April 2020, I had a conversation with Dr Finn Romanes following an Operation Soteria meeting. During this conversation, Dr Finn Romanes advised me that he and Professor Sutton had reviewed the Operation Soteria Plan, as well as other plans and policies. I believe that this



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discussion formed the basis of the email by Dr Finn Romanes dated 9 April 2020, titled "*Request – Governance and Planning for Mandatory Quarantine Program (aka Operation Soteria)*", the second email in **DHS.5000.0053.6677** and contained in bundle being Exhibit 114d.

- (iii) On 16 April 2020, Victoria Police arranged a forum to discuss concerns in relation to security at hotels. This forum was attended by the Public Health Commander, Dr Annaliese Van Diemen, who was a report to Professor Sutton.
- (iv) Operation Soteria Recording – Meeting 11 March 2020, attended by Dr Finn Romanes. This meeting specifically discussed security concerns and escalation issues.

### **Disclosure of Relevant Material to the Inquiry**

#### **Question Three**

**To the best of your knowledge are there any documents (including emails) which you consider relevant to:**

**(a) the Board's Terms of Reference (attached);**

- 20. I am not aware of the totality of the documents that have been provided by the Department to the Inquiry but I do understand that thousands of documents have been produced to the Board.
- 21. On or about 13 July 2020, I identified 50 emails as potentially being relevant to the Board's Terms of Reference. Now produced and shown to me marked "**JH-1**" is an index of the 50 emails.
- 22. I understand that some of these emails and documents, or similar versions thereof, have been previously produced by the Department's solicitors to the Board under different document numbers in response to Notices to Produce.

**(b) the contents of your statement;**

- 23. My First Statement was a direct response to the questions I was asked by the Board and I believe that I provided all relevant documents which addressed the questions posed to me and the responses to those questions.
- 24. At the time of preparing the First Statement, I was also aware that other staff within the Department were asked to prepare statements and were asked specific questions that the Board considered relevant to them. I believe that documents relevant to those statements would have been produced to the Board by the witnesses who spoke to those documents.

**(c) the evidence you gave before the Board on 17 September 2020;**

- 25. In the final hours before my oral evidence on 17 September 2020, I was made aware of potentially hundreds of pages worth of documents contained in the Board's Hearing Books which Counsel



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Assisting had identified as being relevant to the questions to be asked of me in the course of my oral evidence.

26. Given the time constraints, I did not have the opportunity to review all of those documents or consider their contents in any great detail. However, I am comfortable that all documents that I was asked to review at that time are now in possession of the Board as I believe they were provided by the Board.

**(d) other issues raised before the Board;**

**which you believe have not been produced to the Board?**

**If so:**

- (i) **Insofar as those documents are in your possession or control, please produce those documents; and**
- (ii) **Insofar as you are aware of the existence of those documents but they are not in your possession or control please identify them as best you can by way of description (including, where possible, the title of the document, the author of the document, the recipient(s) of the document, the date on which it was generated and the person or entity in whose possession you believe it to be).**
27. As stated above in my answer to Question 4(a), I am not aware of the totality of the documents that have been provided by the Department to the Inquiry.
28. I otherwise refer to and repeat my answer above at Question 3(a) regarding the 50 emails that I identified as potentially being relevant to the Board's Terms of Reference, the index of which is exhibited and annexed to this Affidavit (at "JH-1").
29. Set out below are other issues that arose before the Board - these are matters that I believe I have already addressed within the parameters of the questions I was asked previously. However, to the extent that the Board is now seeking any further documents, I consider these may be responsive to Question 3(d) of NTP-168:

*Governance*

30. I believe that due to the nature of the questions that were asked in the course of the Inquiry, and the recommendations in Counsel Assisting's final submissions, it was unclear to Counsel Assisting that the governance and responsibility of the Hotel Quarantine Program was with Public Health Command. I believe that all other Department staff (including Emergency Management Command, EOC Command, Compliance and Enforcement, Health and Wellbeing and others) were operating subordinate to, and in support of Public Health Command. Each support area set up their own command structure to facilitate meeting their support functions. The documents I provide below and attached reflect the control and responsibilities of the Chief Health Officer,



Public Health Commander and Public Health Command that I believe go further than what has been detailed before the Board by some witnesses.

31. The following emails detail governance and chain of command in the early stages of the Hotel Quarantine Program. These emails identify that governance was established by Public Health Command.
1. *"Information - Chain of Command – People in detention and Smoking policy – Operation Soteria"* (Exhibit 233, **DHS.5000.0077.9228**);
  2. Email titled *"Governance of mandatory detention and implementation"* (Exhibit 235, **DHS.0001.0005.0430**);
  3. Email titled *"Passengers under detention having Covi swabs at hospital"* (Exhibit 236, **DHS.5000.0073.1342**);
  4. Email titled *"FW: Welcome-Public Health Command - Physical distancing and planning cluster"* (**DHS.5000.0072.9421**).
32. The transcripts from Operation Soteria meeting, dated 10 March 2020 also detail governance and responsibility for the Hotel Quarantine Program. This is particularly captured by Dr Finn Romanes' introduction to the meeting from 19min 30 seconds into the recording.
33. I believe that the responsibility of the Chief Health Officer, Public Health Commander, and the Public Health Command, and the key decisions made by each in relation to aspect of the Program, are not clear to the Board. I describe the basis for that belief by reference to the documents listed in the following paragraphs.
34. It is clear from the two emails discussed below that Professor Sutton provided advice on the use of a single COVID-positive hotel on 31 March 2020. This advice initiated planning for 'hot hotels'.
35. On 31 March 2020 I, along with others, was sent an email titled, "*CONFIDENTIAL - Positive COVID-19 Case at Hotel,*" (contained in **(DHS.5000.0054.9039)**). This email was sent by Dr Finn Romanes in response to the first passenger diagnosed with COVID-19 in hotel quarantine. The email states:
- "Note the Chief Health Officer has advised cohorting of positive COVID-19 cases in hotels should ideally be in one hotel only, or if necessary, on one floor of a hotel"* (**DHS.5000.0072.9421**)
- This is also detailed in Dr Finn Romanes' statement at paragraph 58.
36. It is also clear from these emails that Dr Finn Romanes was consulted and endorsed the use of 'hot hotels'.




37. On 7 April 2020 Department Commander, Braedan Hogan, sent an email titled, COVID positive passengers – Cohorting in one hotel, (DHS.5000.0131.0503), this email was sent to Dr Finn Romanes, requesting endorsement for use of a single hotel for COVID positive passengers.
38. On the same date Dr Finn Romanes replied to Braedan Hogan's email (also in DHS.5000.0131.0503), and advised that the use of a single hotel was 'endorsed'. He also provided Public Health rationale for the endorsement.
39. As noted above, the index of 50 emails referred to in response to Question 3(a) is exhibited at "JH-1". I understand that all other documents I refer to in this Affidavit (including those listed in the index at "JH-1") will be produced by the Department's solicitors to the Board in the usual manner.

**The contents of this affidavit are true and correct and I make it knowing that a person making a false affidavit may be prosecuted for the offence of perjury.**

**This affidavit was signed by the deponent and by the person taking the affidavit by electronic means in accordance with the COVID-19 Omnibus (Emergency Measures) (Electronic Signing and Witnessing) Regulations 2020. This affidavit was witnessed by audio-visual link. This affidavit is an electronic copy, not an original.**

**SWORN** at WARRAGUL, Victoria  
by **JASON HELPS**  
on 4 November 2020

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)  
)



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Jason Helps

before me  
on 4 November 2020



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Gregory John Carfoot

An Australian Legal Practitioner within the meaning of the Legal Profession Uniform Law (Victoria).

447 Collins Street, Melbourne, in the State of Victoria.

A person authorised under section 19(1) of the *Oaths and Affirmations Act* 2018 to take an affidavit.

BOARD OF INQUIRY INTO THE COVID-19 HOTEL QUARANTINE PROGRAM

CERTIFICATE IDENTIFYING EXHIBIT

Date of document: 4 November 2020

Filed on behalf of the Department of Health and Human Services

Prepared by:  
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Reference RLB 1305953

This is the exhibit marked 'JH-1' now produced and shown to Jason Helps at the time of affirming his Affidavit on 4 November 2020.



.....  
Jason Helps

Dated: 4 November 2020



before me .....  
Gregory John Carfoot

An Australian Legal Practitioner within the meaning of the Legal Profession Uniform Law (Victoria).

447 Collins Street, Melbourne, in the State of Victoria.

A person authorised under section 19(1) of the *Oaths and Affirmations Act 2018* to take an affidavit.

on: 4 November 2020

**JH-1 – Index of 50 emails**

## Index of 50 emails

No.	Document description	Document date	Document ID	Similar or same document ID previously tendered/produced to the Board
1.	Email exchange between Kym Peake and Braedan Hogan copying Jason Helps, Melissa Skilbeck, Diane White and Michael Mefflin with no subject line.	28 March 2020	DHS.0001.0131.0001	N/A
2.	Email from REDACTED SCC Strategic Planning Cell, to Jason Helps and Ors with subject 'Approved Operations Plan - Operation Soteria - Version 1.0 released 28 March 2020 2000 hours' and attachment 'Operations Plan – Operation Soteria – 28 March 2020 v1.0 dated 28 March 2020'.	28 March 2020	Email: DHS.0001.0131.0003  Attachment: DHS.0001.0131.0004	N/A
3.	Email from Kym Peake to Jason Helps copying in Melissa Skilbeck and Braedan Hogan with subject 'Crown dry run on returned travelers this afternoon'.	28 March 2020	DHS.0001.0131.0016	N/A
4.	Email from Dr Annaliese Van Diemen to Braedan Hogan and Jason Helps forwarding email from Ed Byrden to Merrin Bamert and Michael Mefflin copying Dr Annaliese Van Diemen with subject 'Draft Isolation (International Arrivals) Direction' and attachment 'Isolation (International Affairs) Directions'.	28 March 2020	Email: DHS.0001.0131.0021  Attachment: DHS.0001.0131.0022	N/A
5.	Email from Michael Mefflin to Jason Helps and Andrea Spiteri forwarding email from REDACTED to Michael Mefflin, Braedan Hogan, REDACTED REDA REDA copying REDACTED (DJPR), Donna Findlay (DJPR), REDACTED (DJPR), REDACTED (DPC), Katrina Currie (DJPR), REDACTED (DJPR), Unni Menon (DJPR), Claire Febey (DJPR), REDACTED (DJPR) and REDACTED (DJPR) with subject 'Hotel security briefing' and attachment 'Security in Hotels – roles and responsibilities'.	28 March 2020	Email: DHS.0001.0131.0028  Attachment: DHS.0001.0131.0029	In part: DHS.0001.0007.0359
6.	Email from Braedan Hogan to Jason Helps and Michael Mefflin forwarding email from Claire Febey (DJPR) to Andrew Crisp (DJCS), SCC-Vic (EMC Executive Officer) and Braedan Hogan copying REDACTED (DOT) REDA	28 March 2020	DHS.0001.0131.0034	N/A

	<b>REDA</b> (DJPR) and <b>REDACTED</b> (DJPR) with subject 'Issues to resolve following today's walk through - these are all urgent for this evening'.			
7.	Email from <b>REDACTED</b> (DJPR) to Unni Menon (DJPR) and <b>REDACTED</b> (DJPR) copying Claire Febey (DJPR), <b>REDACTED</b> (DJPR), Jason Helps and Braedan Hogan with subject 'List of hotels under consideration'.	28 March 2020	DHS.0001.0131.0036	N/A
8.	Email from <b>REDACTED</b> (DJPR) to Michael Mefflin copying in Jason Helps, <b>REDACTED</b> (DJPR), Claire Febey (DJPR), <b>REDACTED</b> (DJPR) and <b>REDACTED</b> (DJPR) with subject 'PPE for staff at the airport'.	28 March 2020	DHS.5000.0072.9650	DHS.5000.0001.7425
9.	Email exchanges between Claire Febey (DJPR), Andrew Crisp (DJCS) and Braedan Hogan copying <b>REDACTED</b> and Ors with subject 'URGENT staffing requirements at airport tomorrow'.	28 March 2020	DHS.0001.0131.0075	DHS.5000.0001.1810
10.	Email from <b>REDACTED</b> EMC Executive Officer, to <b>REDACTED</b> and Jason Helps with subject 'Appointment of Class 2 Deputy State Controller - formalization of the appointments'.	29 March 2020	DHS.0001.0131.0002	N/A
11.	Email exchange between Braedan Hogan, Claire Febey (DJPR) and Andrew Crisp (DJCS) copying <b>REDACTED</b> (DOT), <b>REDACTED</b> (DJPR), <b>REDACTED</b> (DJPR), Jason Helps SEMC, <b>REDACTED</b> Michael Mefflin and Diane White with subject 'Issues to resolve following today's walk through - these are all urgent for this evening'.	28-29 March 2020	DHS.0001.0131.0035	N/A
12.	Email exchanges between Braedan Hogan, Jason Helps and Ed Bryden following on from email from <b>REDACTED</b> (DJPR) to Braedan Hogan copying Jason Helps and Claire Febey (DJPR) dated 29 March 2020 and with subject 'Unaccompanied minors'.	29 March 2020	DHS.0001.0131.0071	N/A
13.	Email exchange between Claire Febey (DJPR) and Chris Eagle (DEWLP) copying Jason Helps and Ors with subject 'URGENT issues for resolution by DHHS tonight'.	29 March 2020	DHS.5000.0072.9648	DHS.5000.0001.4225
14.	Email from Braedan Hogan to Nick Chaim copying in Jason Helps forwarding email from Claire Febey (DJPR) to Chris Eagle (DWELP) copying SEMC,	30 March 2020	Email: DHS.5000.0072.9638	In part: DHS.5000.0073.0562

	Braedan Hogan, REDACTED and Jason Helps with subject 'Urgent DJPR/DHHS matters to progress today on hotel quarantine arrangements' and attachments 'Hotel Quarantine complaints protocol for call centre', '20200329 – Hotel governance and staffing plan v 1' and 'DJPR-DHHS role clarity'.		Attachments: DHS.5000.0072.9640; DHS.5000.0072.9641; DHS.5000.0072.9646	
15.	Email from Meena Naidu to Braedan Hogan, John Spasevski and REDACTED REDACTED copying Noel Cleaves, Merrin Bamert, Jason Helps and Andrea Spiteri with subject 'Hotel Issues for Resolution'.	30 March 2020	DHS.5000.0072.9647	N/A
16.	Email from Braedan Hogan to Nick Chaim copying in Jason Helps forwarding email from Claire Febey (DJPR) to Chris Eagle (DEWLP) copying Jason Helps and Ors with subject 'Urgent DJPR / DHHS matters to progress today on hotel quarantine arrangements' and attachments 'Hotel quarantine complaints protocol for the call center', '20200329 – Hotel governance and staffing plans v1' and 'DJPR-DHHS role clarity'.	30 March 2020	Email: DHS.5000.0072.9638  Attachments: DHS.5000.0072.9640; DHS.5000.0072.9641; DHS.5000.0072.9646	Email: DHS.5000.0073.0687;  Attachments: DHS.5000.0073.0690; DHS.5000.0072.9641; DHS.5000.0072.9646
17.	Email from Dr Finn Romanes to Matt Williams copying Merrin Bamert, Phuong Pham, Nick Chiam, Louise Galloway and Jason Helps with subject 'Advice from FEMO - Medical assessment and management arrangements for hotel-based detention.'	31 March 2020	DHS.5000.0072.9567	N/A
18.	Email from Dr Finn Romanes to Merrin Bamert, Meena Naidu, REDACTED REDACTED copying Simon Crouch, SEMC, Jason Helps and Nick Chiam with subject 'CONFIDENTIAL - Positive COVID-19 Case at Hotel'.	31 March 2020	DHS.5000.0072.9568	N/A
19.	Email from Nick Chiam to Andrea Spiteri, Braedan Hogan, Jason Helps, Merrin Bamert, Dr Annaliese Van Diemen, Dr Finn Romanes and Meena Naidu copying Melissa Skilbeck and Ors with subject 'OFFICIAL - Sensitive: Proposed scope of work: Transition of Operation Soteria to continuing operating model'.	31 March 2020	DHS.0001.0131.0037	N/A
20.	Email exchanges between Braedan Hogan, Dr Finn Romanes and Ors with subject 'Smoking policy - Operation Soteria'.	30-31 March 2020	DHS.0001.0124.1980	In part – DHS.5000.0133.6518

21.	Email from Braedan Hogan to Jason Helps and Dr Finn Romanes forwarding email chain between Claire Febey (DJPR), Braedan Hogan and Ors dated 30-31 March 2020 with subject 'Urgent DJPR / DHHS matters to progress today on hotel quarantine arrangements'.	31 March 2020	DHS.5000.0072.9635	DHS.5000.0073.0562
22.	Email from Claire Febey (DJPR) to Andrea Spiteri, Braedan Hogan and SCC-Vic copying Jason Helps, REDACTED (DJPR), REDACTED (DJPR) and Nick Chiam with subject 'Initial modelling on hotel capacity / demand for Operation Soteria'.	1 April 2020	DHS.0001.0131.0032	N/A
23.	Email from Nick Chiam to Pam Williams copying Andrea Spiteri, Blake Miles, REDACTED Braedan Hogan and Jason Helps forwarding email from Nick Chiam to Andrea Spiteri and Ors dated 31 March 2020 and with subject 'PROTECTED: Transition of Operation Soteria to continuing operating model' and attachments 'Operation Soteria Service Model for validation 1 April 2020 FINAL DRAFT', 'Operations Plan – Operation Soteria – 28 March 2020 v1.0 – final', 'Op Soteria – Proposed operations structure – DRAFT 1 April' and 'COVID-19 DHHS Physical Distancing Plan'	2 April 2020	Email: DHS.5000.0072.9486  Attachments: DHS.5000.0072.9488; DHS.5000.0072.9489; DHS.5000.0072.9501; DHS.5000.0072.9505	In part - DHS.0001.0008.0674
24.	Email from Breadan Hogan to Claire Febey (DJPR), REDACTED (DJPR), DHHS Emergency Communications, REDACTED copying in Pam Williams, REDACTED, REDACTED, REDA, RED/REDACT, Jason Helps and SCCVic with subject 'Passenger newsletter proposal'.	3 April 2020	DHS.0001.0131.0066	N/A
25.	Email chain between Anna Peatt and Noel Cleaves copying Jason Helps and Anthony Kolmus with subject 'AO and Police interoperability'.	4 April 2020	DHS.5000.0072.9476	N/A
26.	Email from Dr Anna Peatt to Jason Helps copying Noel Cleaves and Ors forwarding email from Jason Helps to COVID19 Accommodation and Ors with subject 'Operation Soteria – DJPR Liaison'.	4 April 2020	DHS.0001.0131.0038	N/A
27.	Email exchange between Andrea Spiteri and Kym Peak copying Melissa Skilbeck and Jason Helps with subject 'Issues re accommodation for returning travellers'.	6 April 2020	DHS.0001.0131.0033	DHS.0001.0011.0082

28.	Email from Michael Mefflin to Andrea Spiteri, Jason Helps and Braedan Hogan forwarding email from Dr Finn Romanes to REDACTED and Ors with subject 'Welcome - Public Health Command - Physical Distancing and Planning Cluster'.	8 April 2020	DHS.5000.0072.9421	N/A
29.	Email from Braedan Hogan to REDACTED and Jason Helps forwarding email from Rachael May (DJPR) to REDACTED (DELWP) and SCC-Vic copying in Claire Febey (DJPR) and Braedan Hogan with subject 'Draft Command structure for Hotel Quarantine' and attachment 'Draft Quarantine project upscaling structure_10 April'.	10 April 2020	Email: DHS.0001.0131.0018  Attachment: DHS.0001.0131.0019	N/A
30.	Email exchanges between REDACTED (DEWLP), REDACTED (DOT) and Dr Finn Romanes copying Pam Williams and Meena Naidu with subject 'Draft exit of accommodation arrangements' and attachment 'Exit of Accommodation arrangements – PHC and DOT feedback'.	10 April 2020	Email: DHS.5000.0072.9128  Attachment: DHS.5000.0072.9130	N/A
31.	Email from Andrea Spiteri to Jason Helps copying Braedan Hogan forwarding email correspondence from Andrea Spiteri to Melissa Skilbeck and Jacinda de Witts dated 10 April 2020 and from Dr Finn Romanes to Andrea Spiteri and Chris Eagle (DEWLP) copying Pam Williams and Ors dated 9 April 2020 with subject 'Request - Governance and Planning for Mandatory Quarantine Programme (aka Operation Soteria)'.	10 April 2020	DHS.0001.0131.0068	N/A
32.	Email from Dr Annaliese Van Diemen to Jason Helps and Meena Naidu copying Finn Romanes forwarding email from Sean Morrison to Dr Annaliese Van Diemen, Finn Romanes copying in Jacinda de Witts with subject 'Incident Report'.	11 April 2020	DHS.0001.0131.0031	N/A
33.	Email from Finn Romanes to Dr Annaliese Van Diemen copying in Jason Helps, REDACTED, REDACTED and Clare Looker with subject 'Plan for Tomorrow Morning - Greg Mortimer' and attachment 'Repatriation Plan for Greg Mortimer Cruise ship passengers – 12 April 2020'	11 April 2020	Email: DHS.5000.0072.9120  Attachment: DHS.5000.0072.9121	N/A



34.	Email from Dr Annaliese Van Diemen to Finn Romanes, Meena Naidu, Merrin Bamert, Noel Cleaves, Sean Morrison, Jacinda de Witts and Merita Tabain copying in Jason Helps with subject 'Proposed to send out.....thoughts?'	11 April 2020	DHS.0001.0131.0067	N/A
35.	Email from Andrea Spiteri to Jason Helps copying in SEMC forwarding email from Jacinda de Witts to Andrea Spiteri cross copying in Melissa Skilbeck, Dr Finn Romanes, Dr Annaliese Van Diemen and Meena Naidu with subject 'Escalation of detention issues'.	12 April 2020	DHS.0001.0131.0027	N/A
36.	Email from REDACTED to REDACTED and Jason Helps copying SEMC REDACTED and REDACTED with subject 'Feedback from infection control consultant'.	12 April 2020	DHS.5000.0072.9119	N/A
37.	Email exchange between Jacinda de Witts, Jason Helps, Andrea Spiteri and Melissa Skilbeck with subject 'Discussion on Structure and Role Clarity'.	12 April 2020	DHS.0001.0131.0079	N/A
38.	Email from Jason Helps to Dr Finn Romanes, Simon Crouch and Andrea Spiteri copying in Braedan Hogan, REDACTED, Merrin Bamert and Pam Williams responding to email from Dr Finn Romanes to Andrea Spiteri and Chris Eagle (DEWLP) copying Pam Williams and Ors dated 9 April 2020 and with subject 'Operation Soteria Plan - Follow up Request' and attachments 'Re Operations Plan', 'Operation Soteria' and 'Operations Plan – Operation Soteria – 28 March 2020v1-0-final doc'.	13 April 2020	Email: DHS.5000.0072.9144  Attachments: DHS.5000.0072.9146; DHS.5000.0072.9147; DHS.5000.0072.9149; DHS.5000.0072.9155; DHS.5000.0072.9156	N/A
39.	Email exchange between Melissa Skilbeck and Jason Helps copying Andrea Spiteri with subject 'Structure Improvements'.	13 April 2020	DHS.5000.0072.9118	N/A
40.	Email form Pam Williams to Jason Helps and Angie Bone forwarding meeting invite with subject 'Security Forum - Quarantine Locations' and attachment 'Security Forum Agenda'.	15 April 2020	Email: DHS.0001.0131.0069  Attachment: DHS.0001.0131.0070	N/A

41.	Email exchanges between Helen Mason, Pam Williams and Dr Annaliese Van Diemen copying Euan Wallace and Ors with subject 'Welfare for hotel quarantine'.	15 April 2020	DHS.0001.0131.0077	In part – DHS.0001.0012.2104
42.	Email from Dr Finn Romanes to Jason Helps and Chris Eagle (DEWLP) copying in Meena Naidu and Dr Annaliese Van Diemen with subject 'For information - Exit of people from quarantine'.	17 April 2020	DHS.5000.0072.9117	N/A
43.	Email from Dr Finn Romanes to Dr Annaliese Van Diemen copying in <b>REDACTED</b> , <b>REDACTED</b> , Claire Harris, Andrea Spiteri, Jason Helps, Meena Naidu and Brett Sutton with subject 'For Information / Holding pattern - Draft Healthcare and Welfare Plan for Operation Soteria' and attachments 'Protocol for AO – Direction and Detention Notice', 'Draft Mandatory Quarantine Health and Welfare Plan – 17 April 2020', 'Protocol for AO – Direction and Detention notice' and 'Draft Mandatory Quarantine Health and Welfare Plan – 17 April 2020'.	17 April 2020	Email: DHS.5000.0072.9015  Attachments: DHS.5000.0072.9016; DHS.5000.0072.9076; DHS.5000.0072.9078; DHS.5000.0072.9079	N/A
44.	Email from Andrea Spiteri to Andrew Crisp (DJCS) and SCC-Vic EMC Executive Officer copying Jason Helps and Braedan Hogan with subject 'Operation Soteria plan v2.0 - for approval to distribute' and attachment 'Operation Soteria Plan v2.0'	24 April 2020	Email: DHS.5000.0072.8801  Attachment: DHS.5000.0072.8802	DHS.5000.0001.9766; DHS.5000.0001.9769
45.	Email exchanges between Pam Williams, Simon Crouch and Merrin Bamert copying Meena Naidu and Ors with subject 'URGENT ADVICE PLEASE: COVID positive quarantine guests'.	27 April 2020	DHS.0001.0131.0073	N/A
46.	Email from Jason Helps to Jacinda de Witts with subject 'Outbreak Management'.	17 May 2020	DHS.0001.0131.0065	N/A
47.	Email from Jason Helps to Jacinda de Witts and Melissa Skilbeck copying in Andrea Spiteri forwarding email exchange between Dr Annaliese Van Diemen and Jason Helps copying in Simon Crouch with subject 'OM plan v1' and attachment 'Outbreak Management Plan – 13 May'.	18 May 2020	Email: DHS.5000.0072.8760  Attachment: DHS.5000.0072.8762	N/A

48.	Email from SCC-Vic to Jason Helps with subject 'Operation Soteria Minutes April' and attachment 'Op Soteria Minutes-2020-04.zip'	30 June 2020	<p>Email: DHS.5000.0072.8063</p> <p>Attachments in zip file: DHS.5000.0072.8064; DHS.5000.0072.8069; DHS.5000.0072.8074; DHS.5000.0072.8079; DHS.5000.0072.8084; DHS.5000.0072.8090; DHS.5000.0072.8095; DHS.5000.0072.8101; DHS.5000.0072.8106; DHS.5000.0072.8111; DHS.5000.0072.8124; DHS.5000.0072.8130; DHS.5000.0072.8135; DHS.5000.0072.8141; DHS.5000.0072.8146; DHS.5000.0072.8151; DHS.5000.0072.8155; DHS.5000.0072.8159; DHS.5000.0072.8163; DHS.5000.0072.8168; DHS.5000.0072.8172; DHS.5000.0072.8176; DHS.5000.0072.8181; DHS.5000.0072.8186</p>	<p>In part –</p> <p>DHS.0001.0005.0200; DHS.0001.0005.0224; DHS.0001.0005.0134; DHS.0001.0005.0241; DHS.0001.0005.0237; DHS.0001.0005.0160; DHS.0001.0005.0189; DHS.0001.0005.0171; DHS.0001.0005.0211; DHS.0001.0005.0251; DHS.0001.0005.0155; DHS.0001.0005.0233; DHS.0001.0005.0206; DHS.0001.0005.0216; DHS.0001.0005.0166; DHS.0001.0005.0220; DHS.0001.0005.0228; DHS.0001.0005.0246; DHS.0001.0005.0149; DHS.0001.0005.0195; DHS.0001.0005.0139; DHS.0001.0005.0176; DHS.0001.0005.0129</p>
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49.	Email from SCC-Vic to Jason Helps with subject 'Operation Soteria Minutes March' and attachments 'Op Soteria Minutes-2020-03-30-1330', 'Op Soteria Minutes-2020-03-31-1330' and 'Op Soteria Minutes-2020-03-29-1330'.	30 June 2020	Email: DHS.5000.0072.8228  Attachments: DHS.5000.0072.8229; DHS.5000.0072.8234; DHS.5000.0072.8239	In part - DHS.0001.0005.0256; DHS.0001.0005.0261; DHS.0001.0005.0266
50.	Email from SCC-Vic to Jason Helps with subject 'Operation Soteria Minutes May' and attachment 'Op Soteria Minutes – 2020-05.zip'.	30 June 2020	Email: DHS.0001.0131.0039  Attachments in zip file: DHS.0001.0131.0040; DHS.0001.0131.0044; DHS.0001.0131.0048; DHS.0001.0131.0052; DHS.0001.0131.0056; DHS.0001.0131.0060	In part – DHS.0001.0005.0272 DHS.0001.0005.0276 DHS.0001.0005.0280 DHS.0001.0005.0284 DHS.0001.0005.0288 DHS.0001.0005.0292