

Stakeholder Communications Log

Yallourn Gas Pipeline |
June 2026



EnergyAustralia
LIGHT THE WAY

This form is used to record interactions with stakeholders, land owners and occupiers during the development of the proposed Yallourn Gas Pipeline. It captures the key details of each conversation, meeting or item of correspondence, along with any issues raised and follow-up actions required.

Recording Engagement in Open Point

EnergyAustralia records all stakeholder engagement in Open Point, our Consultation Management System. Open Point is the central, secure repository for all contact and correspondence with stakeholders, land owners and occupiers, and provides a single source of truth for tracking issues and ensuring follow-up actions are completed.

This form is designed for in-field use. Where a stakeholder interaction occurs on site or away from the office, the details can be captured on this form at the time and entered into Open Point as soon as practicable afterwards, ensuring the record remains accurate and complete. Open Point can also be accessed directly in the field where a connection is available, in which case engagement can be logged into the system at the time of the interaction.

Communications Log

Complete one form for each stakeholder interaction. Record how the interaction occurred (phone, email, meeting or in-field) and who it was with (stakeholder, land owner or occupier). Once completed, enter the details into Open Point and retain this form with the project records.

Date		Time	
How		Where	
Who			
Purpose of interaction			
Points discussed			
Raised by			
Follow-up actions			
Action owner		Completed	
Any other comments			
Open Point entry ID		Date entered in Open Point	
Prepared by		Copies sent to	

