

**Email Memo for Website:**

**From:** Ryan Khew <Ryan.Khew@wavind.org>  
**Sent:** Wednesday, 5 August 2020 12:11 PM  
**To:** Waverley All <Waverley.All@wavind.org>  
**Subject:** RE: Stage 4 Workplace Announcements

Hi Everyone

As per yesterday's email, we would like to advise that Waverley Industries will be scaling down its operations in line with Stage 4 restrictions. As approximately 30% of our work is *essential*, we are therefore winding down our workforce to 30%. Our objective is to fundamentally reduce movements and naturally, be in line with Government Stage 4 restrictions.

What this means is that a significant number of workers will be asked to stay at home due to these government enforced restrictions. We will be issuing work permits to everyone to cover the rest of this week – after this only the remaining 30% will be issued with permits to cover after this date. We are currently working through who this 30% is and you will all be advised immediately when we have these details.

Please standby for further updates.

Kind Regards  
Ryan

**From:** Ryan Khew  
**Sent:** Tuesday, 4 August 2020 10:35 AM  
**To:** Waverley All <[Waverley.All@wavind.org](mailto:Waverley.All@wavind.org)>  
**Subject:** Stage 4 Workplace Announcements

Hi Everyone

RE: STAGE4 WORKPLACE ANNOUNCEMENTS

As you are all aware some announcements were made late yesterday afternoon by Daniel Andrews regarding Stage 4 restrictions for workplaces.

This is to advise we are currently working through the details of the announcements and receiving further advice on their impacts to Waverley Industries.

As you may also be aware the changes don't come to effect until Wednesday 11.59pm, 5 August and Friday 11.59pm, 7 August 2020.

As soon as we have further information we will let everyone know.

Thanks and stay safe.

**Kind Regards**

**Ryan Khew**

Group Human Resources Manager ▪ Waverley Industries

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