



## STAFF MEMBERS RESPONDING TO ENQUIRIES FROM STATUTORY BODIES & GOVERNMENT DEPARTMENTS POLICY

This policy is to ensure that when Officers' of Statutory Bodies or Government Departments contact the Company, only one person within the Company speaks to those bodies. This is to prevent facts and/or views being communicated to those bodies that might be incorrect or inconsistent with that of the Company, Senior Management and the Board of Directors.

When an Officer from the Australian Taxation Office, Australian Securities Industries Commission, Australian Consumer & Competitor Commission, Office of State Revenue, SafeWork NSW, Department of Education, Police Department and all streams of media makes contact with the Company, this should be referred directly to Senior Management. A Senior Manager will answer the query or nominate the appropriate member of staff who should deal with the matter.

If Senior Management is unavailable, a message is to be taken and passed on to Senior Management as soon as possible, or a Senior Manager is to be contacted on their mobile telephone with the message.

No member of staff is to attend any meeting or provide a Statement to any Officer of the above authorities unless prior permission has been received by Senior Management.

Endorsed by the Board of Directors on .....18<sup>th</sup> May 2019.....

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CCGT Chairman

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CCGT Senior Manager

