

## Release of Information Publication Scheme

Document Number – GOV-POL-24

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### 1.0 Policy Statement

Stanwell is committed to providing the public with information about Stanwell in a timely and open manner.

As a Queensland Government Owned Corporation, Stanwell has adopted the Queensland Government's 'push' model for the routine and proactive release of information into the public domain, via Stanwell's Release of Information Publication Scheme (publication scheme) available on [www.stanwell.com](http://www.stanwell.com).

### 2.0 Scope

This policy applies to Stanwell directors, employees and contractors working at or for Stanwell.

### 3.0 Purpose

This policy outlines Stanwell's approach to meeting the expectations of Stanwell's shareholding Ministers with respect to the release of information about Stanwell.

### 4.0 Content

Stanwell will proactively and routinely:

- release information about Stanwell into the public domain via its publication scheme, unless there are good public interest reasons for not doing so; and
- regularly (and at least quarterly) review information contained within the publication scheme for currency.

#### Public Interest Test

To determine whether the release of information is in the public interest, Stanwell will apply a public interest test, which will consider factors both favouring and not favouring the release of information. Where factors favouring release outweigh those not favouring release, the information will be made available to the public via the publication scheme.

When applying a public interest test, the following factors must be considered:

- whether the information is commercially sensitive for Stanwell;
- whether release is likely to breach information privacy principles; and

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WRITTEN BY: .....	ENDORSED/CHECKED BY: .....	APPROVED BY: .....	DATE:
NAME: K. Buckley	NAME: ELT	NAME: Board	27.03.2019
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- whether release is likely to breach legal, regulatory, contractual, confidentiality or policy obligations applicable to Stanwell.

### **Publication Scheme Steering Committee**

Stanwell will maintain a Publication Scheme Steering Committee responsible for:

- the quarterly review of information contained within the publication scheme for currency; and
- considering the release of new information, based on application of a public interest test, and making recommendations in respect of the release to the Company Secretary.

## **5.0 Responsibilities and Authorities**

The **Stanwell Board** is accountable for ensuring an appropriate framework exists governing the proactive and routine release of information by Stanwell in accordance with Government policy, and where applicable, legislative provisions.

The **Chief Executive Officer** (CEO) is accountable for implementing and administering the proactive and routine release of information by Stanwell. The CEO delegates responsibility for the operation of Stanwell's publication scheme to the Company Secretary.

The **Company Secretary** is responsible for the operation of Stanwell's publication scheme. This includes ensuring that:

- the Shareholder and Structural Policy division is aware of the Company Secretary's responsibility for the operation of the publication scheme and has the Company Secretary's contact details;
- the Company Secretary's contact details are clearly displayed on the publication scheme to indicate to the public who they may contact for information;
- Stanwell proactively and routinely releases information into the public domain via the publication scheme in accordance with this policy and supporting procedure;
- Stanwell undertakes a public interest test for all information at the time it is considered for release;
- commercially sensitive information is not inadvertently released via the publication scheme;
- Stanwell does not release any information that is likely to breach information privacy principles;
- Stanwell does not release any information that is likely to breach legal, regulatory, contractual, confidentiality or policy obligations applicable to Stanwell; and
- information contained in Stanwell's publication scheme is current and subject to, as a minimum, a quarterly review.

The **General Manager Strategy and Engagement** is responsible for the development and management of [www.stanwell.com](http://www.stanwell.com). In respect of this policy, responsibility includes:

- forwarding any enquiries relating to the information contained within the released publication scheme to the Company Secretary; and

- releasing any amendments made to the publication scheme webpage, at the request of the Company Secretary, to ensure information is released and updated in a timely manner.

## 6.0 Review and Consultation (Prior to Approval)

The Executive Leadership Team

This Document is required to be reviewed, as a minimum, every 2 years.

## 7.0 Communication Plan (After Approval)

This Policy is available from Stanwell's Controlled Documents on GenNet and published on Stanwell's publication scheme.

## 8.0 Definitions

Public Interest	refers to information that is of benefit to all members of the community (or a substantial segment) and that will not negatively impact the good order and functioning of the community.
Push Model	refers to the model for the release of information adopted by the Queensland Government following the June 2008 report titled <i>The Right to Information – Reviewing Queensland's Freedom of Information Act</i> by the Freedom of Information Review Panel chaired by Dr David Solomon. In response to the report, the Queensland Government committed to moving away from a 'pull' model for the release of information towards a more proactive administrative release of information to the public.
Stanwell	refers to Stanwell Corporation Limited.

## 9.0 References (Including Information Services)

Government Owned Corporations Release of Information Arrangements  
GOV-PROC-31 - Release of Information Publication Scheme Procedure

## 10.0 Revision History

Rev. No.	Rev. Date	Revision Description	Author	Endorse/Check	Approved By
1	26.09.2012	Policy reinstated to reflect Stanwell Corporation's process after the merger of Stanwell Corporation Limited, Tarong Energy Corporation Ltd and CS Energy sites Mica Creek and Swanbank.	K. Buckley	M. O'Rourke	R. Van Breda
2	30.09.2014	Biennial review and bringing policy into alignment with Stanwell's Controlled Document Framework.	K. Buckley	M O'Rourke	Board
3	07-02-2017	Biennial review undertaken – no revisions were recommended	K Buckley	M O'Rourke	Board
4	27.03.2019	Biennial review undertaken – minor amendment made updating position title	K Buckley	M O'Rourke	Board