



Amd Date 14/05/09

+ + Policy Statement

- + Stanwell Corporation Limited ('Stanwell') has a commitment to providing information to the public in a timely and open manner.
- + As a Queensland Government Owned Corporation, Stanwell must ensure that all information released to the public is provided in accordance with government and corporate guidelines.

This policy outlines the company's approach to meeting the expectations of Stanwell's Shareholding Ministers with respect to the Release of Information Publication Scheme to the public.

Scope

This policy applies to all information published as part the Release of Information Publication Scheme on www.stanwell.com.

Objectives

- Ensure all material published on the Release of Information Publication Scheme complies with the company's strategic direction and is made available in a well-informed, timely and consistent manner.
- Ensure relevant staff are aware of existing guidelines and policies relating to the Release of Information Publication Scheme, and to ensure adherence to such guidelines and policies.
- Proactively promote Stanwell's performance and operations through a 'push model' to ensure that Stanwell voluntarily and routinely publishes, releases and/or makes available to the public, information through stanwell.com.
- Provide guidance to decision makers to assist them in making judgements necessary to ensure information is released on the website in accordance with State Government standards.
- Maintain positive relationships with the public by providing them with accurate and timely information.
- Limit the possibility of miscommunication and/or poor communication.

Policy Outline

This policy outlines:

- Definitions
- Reporting commitments

Definitions:

At 30 June 2009, the Queensland Government requires all Government Owned Corporations (GOCs) to proactively and routinely publish, release and/or make available to the public, information through Stanwell's website regarding business operations and procedures.



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Reporting commitments:

Stanwell will:

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 - + ■ strategically represent its corporate interest in all communications with the public, in order to manage stakeholder expectations;
 - + ■ ensure that Corporate Communications is the primary resource for updating the Release of Information table, with the General Manager - Corporate Services approving new information published within the table; and
 - + + ■ train / keep employees, who will have enquiries relating to the information provided on the Release of Information Publication Scheme, informed and up-to-date with information being published as part of the Release of Information Scheme.

Responsibilities

Board

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

Chief Executive Officer

The Chief Executive Officer ('CEO') is accountable for implementing and administering the proactive and routine release of information. The CEO delegates responsibility for the Publication Scheme to a senior executive.

General Manager - Corporate Services

The General Manager - Corporate Services is responsible for the operation of the release of information process.

The General Manager - Corporate Services will ensure that processes are in place to meet reporting obligations in relation to the Release of Information Publication Scheme. This includes a regular review of the information on at least a quarterly basis.

The General Manager - Corporate Services will approve all information published on the website as it pertains to the Release of Information Publication Scheme. This includes undertaking a 'public interest test' for all records at the time it is proposed to be published.

Corporate Communications Manager / Team

Corporate Communications is responsible for managing www.stanwell.com, including:

- + +
 - + ■ responding to all enquires relating to information published on the website, including information within the Release of Information Publication Scheme table in a timely manner;
 - + ■ updating information released on the Release of Information Publication Scheme table in accordance with Shareholding Ministers' expectations;
 - + ■ liaising with / seeking approval from the General Manager - Corporate Services (and other relevant stakeholders) prior to information being made available to the public;
 - + ■ maintaining records of enquiries and responses made in relation to the Release of Information Publication Scheme table via the Stakeholder Database; and
 - + ■ promoting the Release of Information Policy and associated procedures to Stanwell employees and contractors where appropriate through the induction checklist and emails.

Policy

Release of Information



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Employees

- Employees are responsible for referring all enquiries relating to information published on our website as part of the Release of Information Publication Scheme to Corporate Communications.

Communication Plan

- This policy will be communicated via email to the relevant staff at Stanwell who are responsible for supplying information relating to the Release of Information Publication Scheme and updating and maintaining the information published on www.stanwell.com

Review

The Board has delegated its authority to the Chief Executive Officer to amend this policy (where required).

This policy will be formally reviewed by the General Manager Corporate Services every 3 years or more frequently as required to ensure that the policy remains up-to-date.

Links and References

- [Stakeholder Engagement Form](#) (refer Word templates)
- Complaint Handling Australian Standard – AS4269-1995
- Stakeholder database (<https://stanwell.consultationmanager.com.au>)
- Stakeholder database instruction manual (<https://stanwell.consultationmanager.com.au>)
- Stakeholder database enquiries and training – Stakeholder Relations Coordinator (ext 7419)

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