

Right to Information and Release of Information Policy

1. Purpose

The purpose of this policy is to ensure that CleanCo Queensland Limited (**CleanCo**) complies with its obligations and releases information in accordance with the *Right to Information Act 2009* (Qld) (**RTI Act**) and related guidelines and arrangements.

2. Application.

This policy applies to all CleanCo Directors, employees, representatives and service providers.

Failure to comply with this Policy may result in corrective or disciplinary action, in accordance with CleanCo's disciplinary procedures.

3. Background

3.1 Application of RTI Act

The RTI Act does not apply to the functions of CleanCo or any subsidiary companies of CleanCo, except in so far as those functions relate to community service obligations. This means that the RTI Act will only apply to documentation received or brought into existence by CleanCo for the purposes of its community services obligations.

Any documents provided by CleanCo to Government agencies will be subject to the RTI Act.

3.2 Adoption of Release of Information Arrangements

As a Queensland Government Owned Corporation (**GOC**), CleanCo has adopted the Queensland Government's 'push' model for the routine and proactive release of information into the public domain, even where the RTI Act does not apply. CleanCo will comply with the Government Owned Corporations Release of Information Arrangements (**Arrangements**).

3.3 Other Information Access Regimes

Individuals have rights under the *Privacy Act 1988* (Cth) (**Privacy Act**) to access and correct personal information held about them by CleanCo. Individuals may also have rights under the *Information Privacy Act 2009* (Qld) (**Information Privacy Act**) to certain documents containing personal information, to the extent the document relates to CleanCo's community service functions. CleanCo has a separate Privacy Policy that details the process for applications for access to personal information.

3.4 Key Obligations

The key obligations imposed on CleanCo by the RTI Act and the Arrangements are to:

- comply with the RTI Act by processing written applications with respect to CleanCo's community service functions made under and in accordance with the RTI Act; and
- release information about CleanCo into the public domain via its publication scheme, unless there are good public interest reasons for not doing so.

4. Policy Statement

4.1 Publication Scheme

CleanCo will:

- establish, maintain and publish on the CleanCo website information in a publication scheme consistent with the Arrangements (and, to the extent applicable, any Ministerial Guidelines for the purpose of the RTI Act).
- review the information in the publication scheme at least quarterly to ensure it is up-to-date and accurate.

4.2 Processing RTI Applications directed to CleanCo

CleanCo will respond promptly to RTI applications relating to the functions covered by RTI Act.

The RTI Officer will be the first point of contact for an RTI enquiry. Other CleanCo employees who are contacted by an applicant seeking access to information under the RTI Act should:

- explain that it is not their role to handle RTI enquiries;
- refer the applicant to the RTI Officer and to CleanCo's Publication Scheme and Disclosure Log on the CleanCo website; and
- advise the RTI Officer of the enquiry.

4.1. Applications under the RTI Act will be managed and processed by the RTI Officer, in accordance with the RTI Act and any applicable guidelines and procedures.

4.3 Processing RTI Internal Review Applications

Applications for internal review of a decision made by the RTI Officer will be determined by the RTI Review Officer within 20 business days of the review application being made and otherwise in accordance with the RTI Act.

4.4 Disclosure Log

CleanCo will:

- establish and maintain a Disclosure Log on CleanCo's website consistent with the requirements of the RTI Act, the Arrangements and any applicable guidelines; and
- make available to the public, through web links or administrative arrangements, information or documents listed in the Disclosure Log in accordance with the requirements of the RTI Act.

4.5 Third Party Consultation

CleanCo may be consulted by another government agency that has received an RTI application seeking CleanCo's views on the release of documentation that could reasonably be expected to be of concern to CleanCo (Third Party Consultation). Any Third Party Consultation will be managed and processed by the RTI Officer.

The RTI officer will:

- provide an initial response or acknowledgement to the referral agency;
- gather information from relevant sources;
- determine and prepare a response to referral agency's request;
- brief relevant CleanCo employees of action and referral agency decision;
- (if required) determine and prepare an appeal of any referral agency decision to disclose material; and
- consider inclusion of any disclosed material in the publication scheme.

5. Implementation

This policy is implemented through the following documents, systems, and operational processes that support and ensure its consistent application within CleanCo.

- Right to Information and Release of Information Procedure
- Privacy Policy and Procedure
- RTI Application Form
- Compliance Management Framework
- Compliance Policy
- Publication Scheme and Disclosure Log

6. Roles and Responsibilities

Role	Responsibilities
Board and Directors	<ul style="list-style-type: none"> • Ensure an appropriate framework exists governing the proactive and routine release of information by CleanCo in accordance with Government policy and, where applicable legislative provisions.
Chief Executive Officer (CEO)	<ul style="list-style-type: none"> • Implement and administer the proactive and routine release of information by CleanCo. • The CEO delegates these responsibilities to the Company Secretary.
Company Secretary	<ul style="list-style-type: none"> • Responsible for CleanCo's release of information process. This includes ensuring the regular review and updating of CleanCo's publication scheme on the CleanCo website to ensure it is current and accurate. • Delegate of CEO responsibilities. • RTI Review Officer.
Directors, employees, representatives and service providers	<ul style="list-style-type: none"> • Compliance with this policy.

Role	Responsibilities
RTI Officer	<ul style="list-style-type: none"> • Primary contact within CleanCo for enquiries under the RTI Act. • Process and decide RTI applications in accordance with the RTI Act and in consultation as required with CleanCo personnel. • Maintain CleanCo's Disclosure Log. • The RTI Officer is the Assistant Company Secretary.
RTI Review Officer	<ul style="list-style-type: none"> • Decide applications for internal review of RTI Officer's decisions in accordance with Part 8 of the RTI Act. • The RTI Review Officer is the Company Secretary.

7. Exceptions

Exceptions to this policy are not permitted under any circumstances.

8. Guiding documents

This Policy should be read in the context of the following:

- Right to Information and Release of Information Procedure
- Privacy Policy
- Privacy Procedure.

The following legislation applies to this policy:

- Right to Information Act 2009 (Qld).

9. Definitions

Term	Definition
Arrangements	Queensland Government Owned Corporations Release of Information Arrangements.
Disclosure Log	Disclosure log required under section 78A of the RTI Act.

10. Document details

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Owner	Company Secretary
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