



Information Statement

As required under the Freedom of Information Act 1992

2011

Section 96(1) of the Freedom of Information Act (1992) requires State Government agencies to prepare and publish an Information Statement, which must be reviewed annually.

This Information Statement has been prepared for the Albany Port Authority in July 2011.

Copies of this document can be obtained from the Albany Port Authority Office or downloaded from the Port's website www.albanyport.com.au.

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1. PORT'S MISSION, VISION & VALUES STATEMENTS

Mission –

To facilitate trade and economic growth by providing a safe, sustainable, innovative and efficient port.

Vision statement –

“To be an efficient participant in the state's logistics chain, with our contribution valued by our customers and the community.”

Values –

- Demonstrate efficiency and business acumen to our shareholders
- Show respect and integrity in dealings with our staff
- Provide service and act professionally and responsively to our customers
- Be open and engaging with members of our community
- Recognise our role in preserving our heritage and environment

2. DETAILS OF LEGISLATION ADMINISTERED

2.1 Enabling Legislation

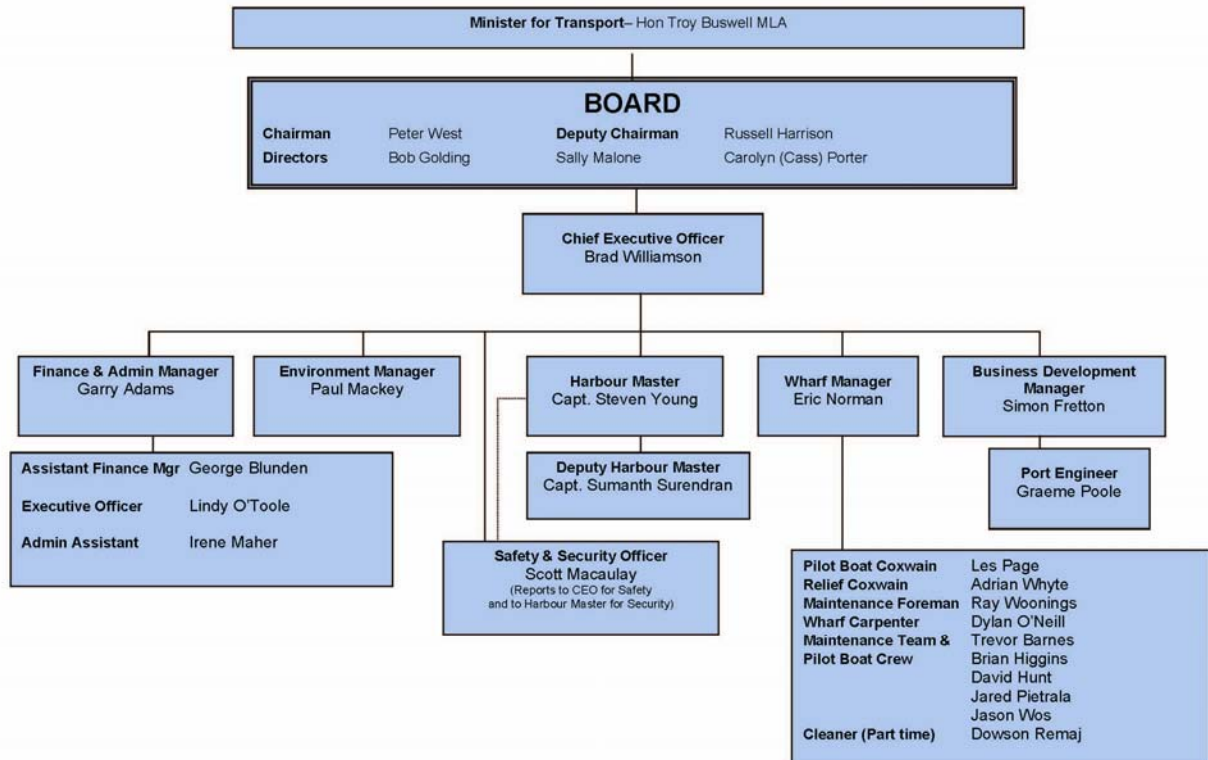
The Albany Port Authority was established under, and operates in accordance with the Port Authorities Act 1999.

2.2 Other Legislation

Other legislation and regulations affecting the functions and operations of Albany Port Authority, or administered by the Albany Port Authority includes:

- *State Records Act 2000*
- *State Records (Consequential Provisions) Act 2000*
- *Criminal Code 1913*
- *Electronic Transactions Act 2003*
- *Evidence Act 1906*
- *Environmental Protection Act 1986*
- *Equal Opportunities Act 1994*
- *Financial Management Act 2006*
- *Freedom of Information Act 1992*
- *Land Act 1933*
- *Limitation Act 2005*
- *Marine Navigation Aids Act 1973*
- *Occupational Health, Safety and Welfare Act 1984*
- *Occupiers Liability Act 1985*
- *Pilots Limitation of Liability Act 1962*
- *Privacy Act 2001*
- *Public Sector Management Act 1994*
- *Quarantine Act 1908*
- *Shipping and Pilotage Act 1967*
- *Trade Practices Act 1974*

3. PORT STRUCTURE AND FUNCTIONS



The Port operates in accordance with Section 30 of the Port Authorities Act 1999. This legislation grants the Port the right to carry out (and / or outsource) the following functions and activities:

- To facilitate trade within and through the port and plan for future growth and development of the port
- To undertake or arrange for activities that will encourage the development of trade and commerce generally for the economic benefit of the state through the use of the port and related facilities
- To control business and other activities in the port or in connection with the operation of the port
- To be responsible for the safe and efficient operation of the port
- To be responsible for the maintenance and preservation of vested property and other property held by it
- To protect the environment of the port and minimise impact of port activities on the environment

Services such as towage, line boats and stevedoring are provided by the private sector.

Albany Port also cooperates with Commonwealth Government agencies responsible for customs, quarantine and maritime safety.

4. COMMUNITY CONSULTATION

The Albany Port Authority endeavours to keep the community informed about activities at the Port through a variety of mediums. The CEO provides a weekly 'Port Talk' segment on local radio; tours and talks are provided to community groups upon request; newsletters; and advertisements. Community consultation forums are undertaken on a larger scale in relation to specific projects such as dredging. The Port Customer Group also meets twice a year.

5. DOCUMENTS HELD BY THE PORT

The Albany Port Authority holds a large number and variety of documents. The majority of these are held in hard copy. Documents are retained for periods of time in accordance with the Albany Port Authority Records Retention and Disposal Schedule.

Documents to which the public have free access include:

- Annual Report
- Newsletters

These documents are available by request at the Port Administration Office or can be viewed on the Port's website www.albanyport.com.au.

Where appropriate other information requests will be dealt with informally to provide prompt and efficient service.

Functional Files

Functional files contain records relating to the functions and administration of the Port. Requests to view information contained in these files will be considered on an individual basis as they may contain personal or privileged documents.

The current filing classification system commenced in 2009. Records prior to this date have only been kept if the Port is required to do so according to the Albany Port Authority Records Retention and Disposal Schedule. The majority of these records have permanent or archival status and relate to property, unique Port projects or events and personnel records. None of these records may be removed from the Port premises.

6. FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

Freedom of Information legislation may be used to request access to information not available by any other means.

The Port is to administer the Act in a way that assists the public to obtain access to documents promptly and at the lowest reasonable cost.

Documents which are not available for public access include personal information and information concerning the business, professional, commercial or financial affairs of a third party who is not the applicant.

Freedom of Information applications can be discussed with the Port's Freedom of Information Co-ordinator.

Freedom of Information Operations

It is the aim of the agency to make information available promptly and at the least possible cost; whenever possible documents will be provided outside the FOI process.

If information is not routinely available, the *Freedom of Information Act* 1992 provides the right to apply for documents held by the Albany Port Authority and to enable the public to ensure that personal information in documents is accurate, complete, up to date and not misleading.

Freedom of Information Applications

Access applications have to -

- be in writing;
- give enough information so that the documents requested can be identified;
- give an Australian address to which notices can be sent; and
- be lodged at the agency with any application fee payable.

Applications and enquiries should be addressed to the Freedom of Information Coordinator by telephone 9892 9000; post PO Box 175, Albany WA 6331; or email lindy.otoole@albanypport.com.au.

Applications will be acknowledged in writing and notification of the decision made within 45 days.

An application form is included as Appendix 1.

Freedom of Information Charges

A scale of fees and charges is set under the FOI Act Regulations. Apart from the application fee for non-personal information (information that is not personal information about the applicant) all charges are discretionary. The fees and charges are as follows.

• Personal information about the applicant	No fee and no charges
• Application fee (for non-personal information)	\$30.00
• Charge for time dealing with the application (per hour, or pro rata)	\$30.00
• Access time supervised by staff (per hour, or pro rata)	\$30.00
• Photocopying staff time (per hour, or pro rata)	\$30.00
• Per photocopy	.20
• Transcribing from tape, film or computer (per hour, or pro rata)	\$30.00
• Duplicating a tape, film or computer information	Actual Cost
• Delivery, packaging and postage	Actual Cost

Deposits

- Advance deposit may be required in respect of the estimated charges 25%
- Further advance deposit may be required to meet the charges for dealing with the application. 75%

Access Arrangements

Access to documents can be granted by way of inspection, a copy of a document, a copy of an audio or video tape, a computer disk, a transcript of a recorded, shorthand or encoded document from which words can be reproduced.

Notice of Decision

As soon as possible but in any case within 45 days, a notice of decision will be sent, which will include details such as -

- the date on which the decision was made
- the name and the designation of the officer who made the decision
- if access is refused, the reasons for claiming the document is exempt
- information on the rights of review and the procedures to be followed to exercise those rights.

Refusal of Access

Applicants who are dissatisfied with a decision of the Authority are entitled to ask for an **internal review** by the Authority. Application should be made in writing within 30 days of receiving the notice of decision.

Applicants will be notified of the outcome of the review within 15 days.

If an applicant disagrees with the result they can apply to the Information Commissioner for an **external review**. An application for external review should be made within 60 days of receiving notice of the internal review decision.

FEES AND CHARGES

There are no charges for requests involving personal information however there may be charges for the application for, and retrieval of, non personal information. The fees set out below are those recommended by the Freedom of Information Office or as adopted by the Authority.

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- Duplicating a tape, film or computer information Actual Cost
- Delivery, packaging and postage Actual Cost

(Office Use Only)

FOI Reference Number:	
Date Received:	
Deadline for Response:	
Date Acknowledgement Sent:	

Proof of Identity <i>(if applicable)</i>	
Type:	
Sighted by:	