



Information Statement

Revised 14th July 2011



Information Statement

1. INTRODUCTION

In accordance with the requirements of Sections 94 to 97 of the *Freedom of Information Act 1992* (the Act), Fremantle Ports is required to prepare an Information Statement and include details of:

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- Our structure.
- Our functions.
- Community consultation.
- A description of the kinds of documents that we usually hold.
- Freedom of information procedures and access arrangements.

As a commitment to facilitating the provision of information in an easily accessible manner, our Information Statement is published on the Fremantle Ports website. (www.fremantleports.com.au)

2. PORT PROFILE

The Port of Fremantle is the principal general cargo port for Western Australia, operating from two locations, Fremantle and Kwinana.

Fremantle Ports is the Western Australian Government trading enterprise that has responsibility for overall strategic management of the port.

The *Port Authorities Act 1999* provides the enabling legislation under which Fremantle Ports operates.

3. VISION

To be valued by our customers and the community for our leadership and excellence.

4. MISSION

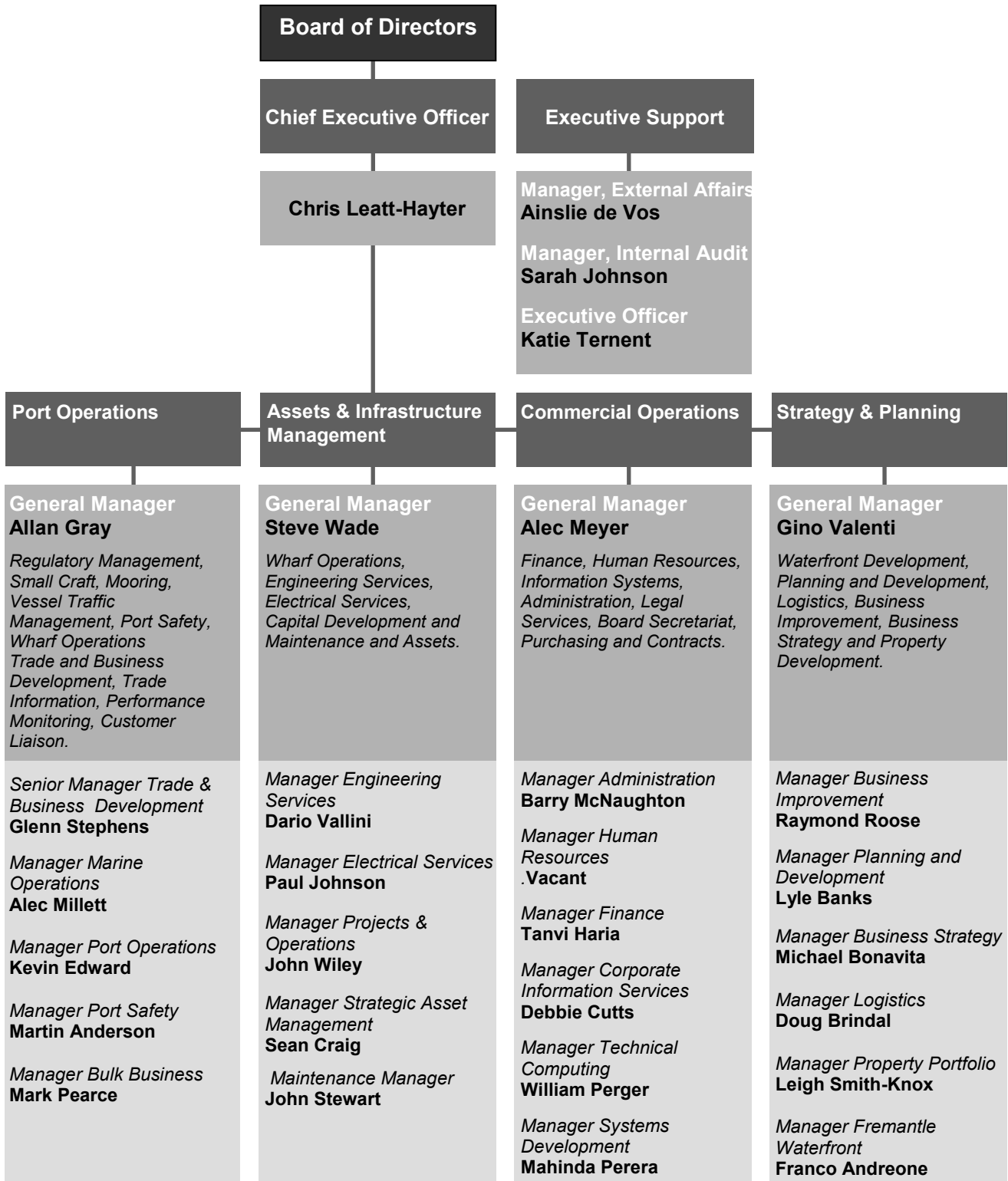
To facilitate trade in a sustainable way.



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5. OUR STRUCTURE

5.1 Senior Management Structure





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6. FUNCTIONS

6.1. Broad Objectives

Services and Facilities

To provide exceptional services that exceed customer expectations.

Capability for the Future

To ensure sound planning for all aspects of our business including resources, services and infrastructure.

Trade and Business Growth

To promote and facilitate trade and business growth opportunities.

Support Services

To ensure that appropriate and cost effective resources, processes and systems are in place to support service delivery.

Business Excellence and Sustainability

To ensure business sustainability through excellent performance in all areas, innovation, business improvement and community and stakeholder engagement.

6.2 Service Providers

Fremantle Ports is fully owned by the Western Australian Government and operates as a commercialised trading enterprise. Its role is to ensure that the Port of Fremantle can cater efficiently for trade and operate in a substantial manner, with the support of customers and stakeholders.

Fremantle Ports provides and maintains shipping channels, navigation aids, cargo wharves, road and rail infrastructure within the port area, moles and seawalls, and other port infrastructure. The Fremantle Passenger Terminal on Victoria Quay is owned and managed by Fremantle Ports.

Other services provided by Fremantle Ports include port planning, ship scheduling and berth allocation, port communications, pilot transport, mooring, security services and ensuring emergency response capability when part of the supply chain. Fremantle Ports also provides customer information and advice, trade facilitation, port promotion and property services. Fremantle Ports provides stevedoring services at Kwinana.

Services provided by the private sector include stevedoring, towage, pilotage (under contract to Fremantle Ports), line boats, bunkers and ships providers. The two container stevedoring companies, D.P World and Patrick Terminals, operate under lease agreements with Fremantle Ports and their performance is monitored under the terms of the lease agreements. Fremantle Ports also cooperates with the Commonwealth Government in facilitating customs, quarantine and Australian Maritime Safety Authority activities in the port area

7. COMMUNITY CONSULTATION

In keeping with its commitment to sustainability, Fremantle Ports continues to implement an extensive program of community consultation. The aims are to ensure that the needs and strategic priorities of the working port are well understood, that Fremantle Ports understands the needs of the community and that it is able to maintain and build community and stakeholder support.



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The Inner and Outer Harbour Community Liaison Groups established by Fremantle Ports meet quarterly. Fremantle Ports also consults with local authorities in the port area on a regular basis, with industry bodies and with relevant State and Federal Government agencies.

Consultation on specific projects such as the Outer Harbour Project and the Fremantle Waterfront development is undertaken.

8. LEGISLATIVE BASE

Fremantle Port Authority, which operates under its registered business name, Fremantle Ports, is a commercialised trading entity under the Port Authorities Act 1999.

9. DOCUMENTS

9.1 What is a document?

The glossary contained in the Freedom of Information Act 1992 defines a 'document' as any:

- a) record;
- b) part of a record;
- c) copy, reproduction or duplicate of a record; or
- d) part of a copy, reproduction or duplicate of a record.

Documents held by us may be located or stored in one or other of the following storage mediums:

Hard copy	Photograph	Microfilm
Computer disk	Microfiche	Audio tape
Computer tape	CD ROM	Video tape

9.2 Types of documents

The types of documents held include both administrative and operational policy, procedural, accounting, human resource and other documents in the form of files, reports, permits etc; that come into being as a result of, or arise in connection with doing our business.

Due to the number and complexity of documents that we maintain it is not practicable to identify what would be located on a typical file. The variation between the content of each file is dependant on time, place, circumstance and event. However examples may include:

Email communications	Notebook entries	Letters
Audio tapes	Computer records	Video tapes
Internal memorandums	Facsimiles	Photographs
Diagrams / Plans	Reports	

We also produce numerous pamphlets, information booklets, brochures and other printed material regarding various issues on port matters affecting the port and wider community that are available to the general public. Information regarding this type of public document is to be directed to the External Affairs Branch, who can be contacted on (08) 9430 3555. Our website provides a comprehensive resource of public information.



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10. FREEDOM OF INFORMATION PROCEDURES AND ACCESS ARRANGEMENTS

FOI Operations

It is the aim of Fremantle Ports to make information available promptly and at the least possible cost, and 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 agency.

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 are to be addressed to the Freedom of Information Coordinator at P.O Box 95, Fremantle, W.A 6959, or by telephoning (08) 9430 3555.

Freedom of Information Charges

A scale of fees and charges 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:

<i>Personal information about the applicant</i>	<i>No fee and charges</i>
<i>Application fee (for non-personal information)</i>	<i>\$30.00</i>
<i>Charge for time dealing with the application (per hour, or pro rata)</i>	<i>\$30.00</i>
<i>Access time supervised by staff (per hour, or pro rata)</i>	<i>\$30.00</i>
<i>Photocopying staff time (per hour, or pro rata)</i>	<i>\$30.00</i>
<i>Per photocopy</i>	<i>\$0.20</i>
<i>Transcribing from tape, film or computer (per hour, or pro rata)</i>	<i>\$30.00</i>
<i>Duplicating a tape, film or computer information</i>	<i>Actual cost</i>
<i>Delivery, package and postage</i>	<i>Actual cost</i>



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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%

For impecunious applications or those issued with prescribed pension concession cards, the charge payable is reduced by 25%

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 enclosed document from which words can be reproduced.

Notice of Decision

As soon as possible, but in any case within 45 days of receipt of an F.O.I application, the applicant will be provided with a decision, which will include such details as:

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

Refusal of Access

Applicants who are dissatisfied with a decision made by Fremantle Ports are entitled to apply for an internal review by Fremantle Ports. Such application must be made in writing within 30 days of receiving the original notice of decision

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

If the applicant still disagrees with the result, the applicant may then apply to the Information Commissioner for an external review. Any application for external review should be made within 60 days of receiving notice of the internal review decision.