

Ports Victoria FOI Part II Statement

| | |
|-----------------------|----------------|
| Release date | 1 January 2025 |
| Review period: | Annually |

Ports Victoria FOI Part II Statement

Under the *Freedom of Information Act 1982* (Vic), all Victorian government agencies and authorities are required to prepare and publish a Part II Information Statement. This statement serves to inform the public about the types of documents and information the agency holds, how to access this information, and the procedures for making a formal request under the Act. The aim is to promote transparency and facilitate public access to government-held information.

Ports Victoria reviews and updates its Freedom of Information Part II Statement annually to ensure it accurately reflects the documents held and the procedures for accessing them. The statement is published on the [Ports Victoria website](#).

Further information

For full details on all topics relating to the *Freedom of Information Act 1982* (Vic) please refer to the Office of the Victorian Information Commissioner (OVIC) website.


If you are wanting to seek access to documents held by Ports Victoria, under FOI, please email Ports Victoria's Freedom of Information Officers for assistance with lodging a valid request or to ask if the documents are available to be provided outside of the FOI process.

Statement 1 – Organisation and functions

Ports Victoria was established as a Victorian Government authority on 1 July 2021 under the *Transport Integration Act 2010* (Vic). It brought together the former Victorian Ports Corporation (Melbourne) and the Victorian Regional Channels Authority into a single entity responsible for the safe, efficient, and integrated operation of Victoria's commercial ports. Ports Victoria also manages Station Pier - Victoria's primary cruise shipping facility.

The role, responsibilities and activities of Ports Victoria are governed under the following Victorian statutes:

- *Transport Integration Act 2010* (Vic) (TIA) which sets out Ports Victoria's objects, functions, powers and roles. Ports Victoria must have regard to the transport systems objectives and decision-making principles under the Act when exercising its functions and powers
- *Port Management Act 1995* (Vic) (PMA) establishes the operating framework for Station Pier and allocates specific operational and regulatory responsibilities to Ports Victoria, including those associated with towage services and the licensing of pilotage services
- *Marine Safety Act 2010* (Vic) (MSA) which provides the framework for safe marine operations within Victoria including requirements around the use of Harbour Masters and marine pilots, and Ports Victoria's marine safety roles and responsibilities
- *Emergency Management Act 2013* (Vic) (EMA) outlines the framework for emergency management within Victoria, including the use of port-specific emergency management plans and Ports Victoria's emergency management roles and responsibilities.



These objectives are carried out in alignment with the vision and transport system objectives outlined in the *Transport Integration Act 2010* (Vic), ensuring Victoria's ports serve the needs of the community, industry, and the environment now and into the future.

Ports Victoria is led by an Executive Leadership Team, responsible for delivering the strategic and operational objectives of the organisation, aligned with government policy and legislative requirements.

The Executive Leadership Team comprises the following positions:

- Chief Executive Officer (CEO)
- Chief Financial Officer and Head of Corporate Services
- Chief Operating Officer
- Head of Infrastructure and Projects
- Head of Business and Strategy
- Head of Development
- Executive General Manager Maritime

Further information about Ports Victoria's functions and organisational structure can be found on the [Ports Victoria website](#).

Statement 2 – Categories of documents

Ports Victoria produces many documents in the course of its work. The categories of documents held by Ports Victoria include:

- **Strategies, policies, and procedures**
Documents guiding organisational priorities, compliance, governance, and operations.
- **Briefings and reports**
Including internal reports, Ministerial briefings, and documents that support decision-making and compliance obligations.
- **Correspondence**
Both internal and external communications.
- **Meeting records**
Such as agendas, minutes, and supporting papers from Board and operational meetings.
- **Financial records**
Including budgets, audits, expenditure tracking, and related financial documentation.
- **Procurement and contract materials**
Such as requests for quotation (RFQs), tenders, supplier evaluations, and executed contracts.
- **Human resource records**
Covering areas such as recruitment, payroll, training, and employee management.

- **Commercial information**

Including materials relating to cruise ship operations, tenant and stakeholder management, and port leasing arrangements.

- **Operational information**

Such as Harbour Master Directions, Notices to Mariners, vessel traffic and scheduling data, port safety protocols, and incident reporting.

- **Technical reports and assessments**

Encompassing engineering plans, environmental assessments, heritage studies, and infrastructure evaluations.

These documents support transparency and accountability in delivering our services to the maritime industry, government, and the wider Victorian community.

Statement 3 – Freedom of information arrangements

Under the *Freedom of Information Act 1982* (Vic), members of the public have the right to request access to documents held by Ports Victoria. This includes a wide range of records created by or provided to Ports Victoria such as reports, emails, photographs and digital files.

Certain documents may be exempt from release, such as internal working materials, legal advice, personal information about third parties, and information provided in confidence.

Requests must be processed and a decision made within 30 days, with extensions possible where consultation is required or agreed upon with the applicant. If a requester is dissatisfied with a decision, they may seek a review by the Office of the Victorian Information Commissioner within 28 days of receiving the decision.

An application fee applies for all FOI requests. When making a request, applicants should ensure that it is made in writing and clearly identifies the documents or types of material being sought.

Requests can be submitted via email at foi@ports.vic.gov.au or via post to the following address:

Freedom of Information Officer
Ports Victoria
GPO Box 1135
GEELONG VIC 3220

Statement 4 – Publications

Ports Victoria produces a range of publications to inform and engage with the community, port users, industry stakeholders, and government. These include the Ports Victoria website, Harbour Master Directions, port information guides, shipping movements, Reference Tariff Schedule, Procurement Activity Plan and Ports Victoria's Annual Reports.

Statement 5 – Rules, policies and procedures

Ports Victoria has a range of internal rules, policies, and procedures that guide the conduct of its Board and employees and support its day-to-day operations. Access to these documents is subject to the provisions of the *Freedom of Information Act 1982* (Vic).

Several Ports Victoria's policies and procedures are publicly available on the website. These documents demonstrate Ports Victoria's commitment to responsible governance and public transparency and include:

- **Gifts, Benefits and Hospitality Policy** – outlines how offers of gifts and hospitality are managed in a fair and transparent manner.
- **Privacy Policy** – explains how personal information is collected, used and protected.
- **Gifts, Benefits and Hospitality Register** – a publicly available record of reportable offers made to staff.
- **Safety and Environment Management Plans (SEMPs)** – describe how safety, environmental risks, and emergency responses are managed within port operations.
- **The Annual Procurement Activity Plan** provides suppliers with a forecast of expected procurements for Ports Victoria and is updated periodically throughout the year.
- **Harbour Master Directions**

Statement 6 – Subscription literature

Ports Victoria does not have a subscription service or free mailing list.

Additional information available on request

The following is an extract from the Ports Victoria Annual Report:

In compliance with the requirements of the Financial Reporting Direction 22 and the Standing Directions 2018 under the *Financial Management Act 1994* (Vic), details in respect of the items listed below have been retained by Ports Victoria and are available on request, subject to the provisions of the *Freedom of Information Act 1982* (Vic):

- A statement that all required declarations of pecuniary interests have been duly completed by all relevant officers.
- Details of publications produced by Ports Victoria about Ports Victoria and how these can be obtained.
- Details of changes in prices, fees, charges, rates and levies charged by Ports Victoria.
- Details of any major external reviews carried out on Ports Victoria.
- Details of major research and development activities undertaken by Ports Victoria.
- Details of overseas visits undertaken including a summary of the objectives and outcomes of each visit.
- Details of major promotional, public relations and marketing activities undertaken by Ports Victoria to develop community awareness of the organisation and its services.
- Details of assessments and measures undertaken to improve the occupational health and safety of employees.
- A general statement on industrial relations within Ports Victoria and details of time lost through industrial accidents and disputes.
- A list of major committees sponsored by Ports Victoria, the purposes of each committee and the extent to which the purposes have been achieved.
- Details of all consultancies and contractors including consultants/contractors engaged, services provided; and expenditure committed to for each engagement.