

# Information Statement

## DOCUMENT CONTROL

Revision Number	Description	Reviewed by	Approved by	Review Date	Issue Date
01	Document Creation	CoSec	CEO		22/06/2020
	Annual Review – no change required	CoSec		30/08/2021	
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02	Review – updated to new format	CoSec	CEO	19/03/2026	22/06/2026

This Information Statement for Southern Ports is prepared in accordance with the requirements of section 94 of the *Freedom of Information Act 1992*.

## AUDIT

This document shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Statement
- following a significant incident involving this Statement
- at least every year.

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## 1 OBJECTIVE

This Information Statement is published according to the requirements of the *Freedom of Information Act 1992* (FOI Act). It provides an overview of Southern Ports so that people may understand the nature of our work and the type of documents that are available. Information contained in this publication is accurate as at November 2025.

Southern Ports is committed to comply with the objects and intent of the FOI Act and we endeavour to maximise the availability of documents held by Southern Ports to the public, without the need for an application under FOI Act. At the same time, we remain vigilant in protecting the personal and commercial privacy of our clients and staff.

Contact our Freedom of Information Officer if you have any queries about the FOI process or if you require assistance in applying for information held by our organisation.

Freedom of Information Officer

Southern Ports

PO Box 1049

WEST PERTH WA 6872

Phone: 9729 6441

Email: [foi@southernports.com.au](mailto:foi@southernports.com.au)

## 2 STRUCTURE AND FUNCTIONS

Southern Ports is a Western Australian Government Trading Enterprise (GTE) which operates as a Statutory Authority under the *Government Trading Enterprise Act 2023*, in conjunction with the *Ports Authorities Act 1999 (WA)*, as the Establishing Act - together the Act. Southern Ports is accountable to the Minister for Ports.

Working across our regional ports in Albany, Bunbury and Esperance, we play a pivotal role in facilitating global trade and logistics by serving as key nodes connecting countries and continents. Our ports are vital components of the international supply chain, serving as gateways for the movement of goods and facilitating seamless connectivity between various modes of transportation.

While a government owned entity, we operate on a commercial basis and in a competitive environment to meet our aim of securing the best possible rate of return on assets to the state of Western Australia, while growing our ports and regional communities for future generations. Southern Ports vision is “strong regional ports, strong regions”.

The Minister has appointed a Board of Directors, who are charged to perform the functions, determine the policies and control the affairs of Southern Ports. The Board is required to demonstrate a high level of ethical behaviour and responsibility to all stakeholders. The Board is responsible for reviewing and approving Southern Ports strategic direction and for providing effective oversight of the management of Southern Ports.

The Board has delegated to the CEO the authority to manage Southern Ports’ Day to day affairs.

## 3 COMMUNITY CONSULTATION

In compliance with the Act, Community Consultation Committees have been established at each of our regional ports, enabling the local community to participate in the acquiring and sharing of information regarding the day-to-day operations of the ports which may impact the local regions.

## 4 PUBLIC DOCUMENTS

The FOI Act gives you the right to apply for access to documents held by State Public Sector agencies which include Government Departments; Local Authorities; Statutory Authorities; and Ministers.

The definitions of 'document' and 'record' in the glossary to the FOI Act extends to all manner of information, however recorded, in the possession or under the control of Southern Ports. Documents include, but are not limited to, maps, plans, diagrams, graphs, drawings, photographs, videos, audiotapes, CCTV footage and electronic records including emails.

The right of access under the FOI Act is a right to access documents, rather than information. Southern Ports is not required to create new documents for the sole purpose of providing applicants the information they seek. Decisions under the FOI Act relate to access to documents rather than provide interpretations, clarifications or answers to questions.

Our annual reports, which are tabled in state parliament each year, are available on our website at [www.southernports.com.au](http://www.southernports.com.au).

Southern Ports has many documents which are administrative, procedural, and operational related to the way we undertake our day-to-day activities. These documents may be accessible via a FOI access application.

## 5 ACCESSING INFORMATION

Southern Ports is required to assist the public obtain access to documents at the lowest reasonable cost, and to ensure that personal information held by us is accurate, complete, up to date and not misleading. Your right to apply is not affected by any reasons you have for wishing to obtain access, or our belief as to what your reasons are for applying.

FOI applications must be in writing – using the application form available on our website as the preferred method to ensure all relevant information is provided for us to determine the scope of your request. In some instances, we will be able to assist you in obtaining the documents you seek without a formal application.

Once Southern Ports receives a valid application, together with the application fee of \$30 [not required for changes to personal information or your employment records], we will send you a receipt for the application fee. We shall also acknowledge your application by outlining the scope of the request and confirm the date that a Notice of Decision is due to you.

We may contact you during the initial document discovery for further clarity on the scope or if required, to amend deliverable dates, as well as an estimate on charges payable to complete the access application. Refer further in this document for costs.

### 5.1 Privacy and responsible information handling and sharing

Southern Ports recognises the importance of protecting personal information and maintaining public trust in the way information is collected, used, stored, accessed, and shared.

Southern Ports may share information with other government agencies and authorised entities where permitted or required by law, including in accordance with the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act).

Information sharing arrangements are subject to appropriate governance, privacy, security, and recordkeeping controls.

## 5.2 Amendment of personal information

Under the FOI and PRIS Acts, staff and the general public may apply to have their personal information held by Southern Ports amended, if they believe it is incomplete, incorrect, out of date or misleading.

Requests to have documents amended should be directed in writing to the FOI Officer and we will acknowledge receipt of the application in writing.

The decision to allow or refuse amendment of personal information is to be made by the FOI Officer in consultation with the relevant functional Manager, depending on the nature of the request.

Southern Ports is required to give the applicant written notice of its decision within 30 days (Section 49(2) FOI Act). The notice is to give details of approved amendment or a statement of reason for the decision to refuse amendment of the personal information.

## 5.3 Fees and charges

All fees and charges are as per Schedule 1 of the *FOI Regulations 1993 (WA)*.

Table 1: Fees and Charges

Service	Charges
Application fee for personal information about the applicant	No charge
Application fee for non-personal information	\$30.00
Charge for time taken dealing with the application (per hour, or pro rata for part of an hour)	\$30.00
Charge for access time supervised by staff (per hour, or pro rata for part of an hour)	\$30.00
Charges for photocopying	
Per hour, or pro rata for a part of an hour of staff time	\$30.00
Per copy	0.20
Charge for time taken by staff transcribing information from a tape or other device (per hour, or pro rata for a part of an hour)	\$30.00
Charge for duplicating a tape, film or computer information	Actual cost
Charge for delivery, packaging, and postage	Actual cost

In cases where charges are expected to be higher than \$25, you will be provided with an estimate of charges as soon as practicable. Southern Ports reserves the right to request an advance deposit of 25% of the estimated charges. You will have 30 days to provide written acceptance to us of the estimated charges and pay the deposit. If the 30 days lapses, the application is considered to be withdrawn.

A reduction in charges may be sought in the case of financial hardship.

## 5.4 Timeframes

Once Southern Ports receives a valid application, that is the application fee is paid, we have a maximum of 45 calendar days to make a decision. The 45 days does not include the period of time Southern Ports is waiting for the acceptance of estimated charges. On average the time taken is less than this period.

## 5.5 Notice of decision

Southern Ports must give you a written Notice of Decision. If you are refused access or only given partial access to the documents you applied for, we will inform you of the details and reasons why particular documents or parts of documents cannot be released.

If you have requested amendment to your personal information, we must also give you written notice of the decision.

## 6 RIGHTS OF REVIEW

### 6.1 Internal Review

If you are not satisfied with Southern Ports decision, you have a right to apply for an internal review.

An application for internal review must be lodged with Southern Ports within 30 days after being given the written Notice of Decision, and must:

- be in writing
- provide particulars of the decision to be reviewed
- provide your mailing address in Australia.

There is no lodgement fee for an application for internal review and there is no charge for dealing with an internal review request.

If an application for internal review is received, it will not be dealt with by the person who made the initial decision, or by any person who is subordinate to the original decision maker. The outcome for an application for internal review may result in a confirmation, variation or reversal of the initial decision under review. You will be advised of the outcome within 15 days. The address for lodgement of an internal review is:

FOI Reviewer

Southern Ports

PO Box 1049

WEST PERTH WA 6872

Email: [ceo@southernports.com.au](mailto:ceo@southernports.com.au)

### 6.2 External Review

If you are not satisfied with the internal review decision, you have the right to lodge a complaint with the Information Commissioner seeking an external review of that decision. You are required to lodge your complaint with the Information Commissioner's office within 60 days of receiving our decision following the internal review.

A complaint to the Information Commissioner must:

- be in writing
- have attached to it a copy of our internal decision
- provide your mailing address in Australia

There is no charge for lodging a complaint with the Information Commissioner's office. To lodge a complaint with the Information Commissioner by post:

Office of the Information Commissioner

Albert Facey House

469 Wellington Street

PERTH WA 6000

You may also lodge a complaint with the Information Commissioner by email to [info@oic.wa.gov.au](mailto:info@oic.wa.gov.au).

Should you have any further queries or require any further information about your review rights at this stage, you may contact the Office of the Information Commissioner on (08) 6551 7888 or 1800 621 244 (WA country callers).