

VPCM FOI Part II Statements

Part II of the *Freedom of Information Act 1982* (Vic) requires government agencies such as the Victorian Ports Corporation (Melbourne) (**VPCM**) to publish a number of statements designed to assist members of the public in accessing the information it holds.

These statements provide a snapshot of the types of documents held by VPCM, the organisational structure of VPCM and what functions it performs as well as how members of the public may access the information held by VPCM. Please note, the statements are a guide rather than an exhaustive representation of the information resources of VPCM.

Statement 1: Organisation and Functions

VPCM is a statutory authority established under section 10 of the *Port Services Act 1995* (Vic) and continued under section 141B of the *Transport Integration Act 2010* (Vic) (**TIA**). As a government owned entity, VPCM's responsibilities include the management of commercial shipping in Port Phillip, safe navigation in the port waters of the port of Melbourne, waterside emergency and marine pollution response, and the management of Station Pier as Victoria's premier cruise shipping facility.

Pursuant to section 141D of the TIA, the main objects of VPCM are:

- to ensure that port of Melbourne waters and channels in port of Melbourne waters are managed for use on a fair and reasonable basis consistent with the vision statement and the transport system objectives; and
- to manage and develop Station Pier and West Finger Pier consistent with the vision statement and the transport system objectives.

Pursuant to section 141E of the TIA, the functions of VPCM are:

- to promote and market the port of Melbourne;
- to establish and manage and to dredge and maintain channels in port of Melbourne waters;
- to provide and maintain navigation aids in connection with navigation in port of Melbourne waters;
- to publish information about the depths and configurations of channels and berths in port of Melbourne waters;
- to provide or maintain systems related to navigation in port of Melbourne waters including systems for managing vessel traffic and vessel communications and scheduling and allocating vessels to berths in those waters;
- to generally direct and control, in accordance with the *Marine Safety Act 2010* (Vic), the movement of vessels in port of Melbourne waters;
- to regulate towage services in accordance with the *Port Management Act 1995* (Vic); and
- various functions in relation to Station Pier and West Finger Pier.

The VPCM website contains further information regarding the organisational structure of VPCM and its functions. Please refer to the following pages:

- [About us](#)
- [Mission, vision and values](#)
- [Leadership](#)
- [Legislation](#)
- [Annual Reports](#)

Statement 2: Categories of Documents

VPCM creates a large number of documents and records in the course of its operations. The types of documents that VPCM holds include the following:

- strategies, policies, procedures and administrative materials
- briefings and reports
 - for example, briefs to the relevant Ministers, internal decision-making documents, compliance reporting
- correspondence
 - corporate and Ministerial
- meeting records
 - for example, meeting minutes and agendas
- financial records
- procurement materials
 - for example, requests for quote, tenders, contracts
- human resource management
 - recruitment, payroll, employee records
- commercial information
 - cruise ship operations, tenant management
- operational information
 - harbour master's directions, notices to mariners, ship movements, port safety, incident reporting
- technical information
 - engineering, heritage and environmental reports

Documents are created under the following categories according to VPCM's organisational structure:

- CEO (including Board Secretariat)
- Finance and Corporate Support (including Legal, People & Culture, Business Support and Communications)
- Marine and Navigation
- Business, Information and Strategy
- Assets and Infrastructure

Statement 3: FOI Arrangements

Information regarding VPCM's FOI processes, including how to make a request for a document under the *Freedom of Information Act 1982* (Vic), can be found [on the VPCM website](#).

For further information, please contact foi@vicports.vic.gov.au or telephone 03 8347 8300.

Statement 4: Publications

VPCM produces a number of publications to help our customers do business with the port and to inform industry and the community.

[Please visit the Publications section of the VPCM website](#).

Statement 5: Rules, Policies and Procedures

VPCM has a range of internal rules, policies and procedures that are applicable to its Board of Directors, management and staff and which govern its daily operations. These may be available upon request, subject to the provisions of the FOI Act.

There are also some publicly available rules, policies and procedures available on the VPCM website. Please visit the following pages:

- [Publications](#)
- [Legislation](#)
- [Privacy](#)

Statement 6: Report Literature

VPCM does not produce reports that are available by way of subscription service or free mailing list. While VPCM may undertake research from time to time in connection with its functions and operations, such activities do not form a core part of its business. Enquiries regarding such matters should be directed to foi@vicports.vic.gov.au or 03 8347 8300.

VPCM publishes an Annual Report each year [which are available on its website](#).