

Warrenpoint Harbour Authority

Publication Scheme

NOVEMBER 2018

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About Warrenpoint Harbour Authority

Background

Warrenpoint Harbour Authority (the Authority) is a statutory body created in 1971 as a Trust Port by the Ministry for Commerce under the powers conferred on it by Section 1 of the Harbours Act (Northern Ireland) 1970 (a). The Ministry of Commerce was replaced by the Department for Regional Development to whom the Authority is now answerable.

The Authority was created a “Competent Harbour Authority “ by the Pilotage Act 1987.

Main Responsibilities

The main responsibilities of the Authority are the maintenance and management of Warrenpoint Harbour and the regulation of marine traffic to ensure safety of navigation within its Harbour Limits. To do so the Authority has the power to make Byelaws and to issue directions to shipping. It also exercises control over the Pilotage function.

Management Structure

A Board of not less than 8 and not more than 12 persons appointed by the Department for Regional Development controls the Authority.

The Board includes a Chairman, designated by the Department, the Chief Executive Officer & Finance Director for the time being and three members nominated by Newry Mourne & Down District Council who are eligible to serve for a period co-terminus with their membership of the Council.

With the exception of The Chief Executive Officer, Finance Director board members hold office for a period of four years or such lesser period as the Department may determine but are eligible for reappointment.

Day to day management of the Authority is carried out by a Management team appointed by the Authority under the control of the Chief Executive.

Vison, Mission & values

Vision

To be a leading commercial port, continually growing whilst maximising our contribution to the regional economy and community.

Mission

By exceeding our customers' expectations and fully utilising our assets to grow in a safe and sustainable way for our stakeholders.

Values

- **Safety First: We adhere to the highest health and safety standards to deliver safe environment for customers and colleagues.**
- **Complete Integrity: We are honest, open and ethical in all our activities and interactions.**
- **Our Team: We work as one team, flexible and willing to learn for the benefit of all.**
- **Total Respect: We treat everyone as we would like to be treated ourselves.**

Contacts

Persons wishing to contact the Authority regarding this Publication Scheme, or any other matter, should write to

The Chief Executive
Warrenpoint Harbour Authority
The Docks
WARRENPOINT
Co Down
BT34 3JR

Telephone 028 417 73381

Fax 028 417 52875

Email info@warrenpointharbour.co.uk

What is a Publication Scheme?

Under Section 19 of the Freedom of information Act 2000, the Authority must:

- Adopt and maintain a scheme which relates to publishing information and have that scheme approved by the Information Commissioner.
- Publish information in line with that scheme.
- Review the scheme from time to time.

Within these pages, you will see:

- The classes of information we publish or plan to publish.
- The way in which we will publish them.
- Whether the information is available free or for a payment.

Equality Duty

The Authority has considered its statutory equality obligations for the Publication Scheme and is of the opinion that the Publication Scheme will be of equal benefit to all groups listed under Section 75 of the Northern Ireland Act 1998.

How is the WHA publication Scheme organised?

The Authority's Publication Scheme contains a list of documents it produces and plans to publish. The Scheme brings together many different types of information and formats (for example, internally produced papers, publications and electronic). It organises the information by class and then by detailed document.

How will the WHA Information be made available?

By viewing in person

Certain large documents may only be available to view in person, although we will try to supply sections of these documents in other ways to meet specific needs.

All information contained within this Publication Scheme will be available for inspection at the offices of the Authority during normal office hours:

Monday to Friday 09.00 – 13.00
14.00 – 17.00

Electronically

Where practicable the information will be made available from the Authority's web site:

www.warrenpointharbour.co.uk

By post

For all information available by post it will be necessary to forward a Self Addressed Stamped Envelope. Our office will advise on the cost of postage for a particular document.

Requests for copies of archived documents may attract a charge for the cost of retrieval or photocopy. The Authority will let you know this at the time of your request. Any charge will be payable in advance.

Copyright

With the exception of the statutory instruments contained in this Scheme copyright rests with Warrenpoint Harbour Authority.

The supply of documents under the Freedom of Information Act does not give the person or organisation who receives them an automatic right to reuse the documents in a way that would infringe copyright, for example, by making multiple copies or publishing and issuing copies to others.

Authorisation to reuse copyright material owned by the Authority must be sought in writing from the Chief Executive of the Authority and documents or extracts therefrom may not be reproduced without express written permission.

Authorisation to reuse copyright material not owned by the Authority should be sought from the relevant copyright holder.

Charges and Fees

Where charges are applicable if the information requested has already been prepared and all that is required to reproduce it for someone is to photocopy it or provide a computer printout we may make a production charge.

The current charges are 10p per page plus an administration charge of £5.00 plus any postage involved. Charges will be advised on request and must be paid in advance.

Complaints Procedure

We have a duty to make information available in the way set out in this Scheme. If we receive any complaints about our failure to do so, these will first be investigated by the Finance Manager, Warrenpoint Harbour Authority, The Docks, Warrenpoint, Co Down, BT34 3JR, who will reply within 15 working days.

If you are not satisfied with this reply, you can write to the Chief Executive of the Authority, who has overall responsibility for Freedom of Information, at the same address. Again, you will receive a reply within 15 working days.

In all cases, your complaint will be fully investigated and treated confidentially. If we do not sort out your complaint to your satisfaction, you are entitled to refer your complaint to the Information Commissioner.

Further Information and Information Commissioner

If you require further information about the Freedom of Information Act or require to contact the Information Commissioner the following address or telephone numbers should be used:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Information Line: 01625 545745
Switchboard: 01625 545700

Fax: 01625 524510

Website: www.dataprotection.gov.uk
e-mail: mail@dataprotection.gov.uk

Statutory Instruments

Copies of all Statutory Instruments can be obtained from The Stationery Office (TSO)

Enabling Legislation

Warrenpoint Harbour Authority was created under enabling legislation which empowers the Department for Regional Development and its predecessors to create, empower and regulate Harbours.

The principal Acts in relation to WHA are

Document	Description	Availability	Notes
1847 Harbours Docks and Piers Clauses Act	Extract of this Act incorporated in the 1971 WHA Order	TSO At Port Offices By Post	View Copying Charges Apply
The Harbours Act (Northern Ireland) 1970(a)	Overarching Departmental Enabling Legislation	TSO At Port Offices By Post	View Copying Charges Apply
Harbours (Northern Ireland) Order 2002	Departmental Powers to Issue Directions, Obtain Information, Establish Codes of Practice	TSO At Port Offices By Post	View Copying Charges Apply
Memorandum of Understanding between DRD and WHA	Relates to use and disposals of Harbour Estate	At Port Offices By Post	View Copying Charges Apply

Warrenpoint Harbour Authority Orders

Document	Description	Availability	Notes
The Warrenpoint Harbour Order 1971	Founding Order	TSO At Port Offices By Post	View Copying Charges Apply
Warrenpoint Harbour Authority (Amendment) Order 1973	Extended Dredging rights	TSO At Port Offices By Post	View Copying Charges Apply
Warrenpoint Harbour Authority (Amendment) Order(NI) 1974	Amended Constitution and Proceeding of Authority	TSO At Port Offices By Post	View Copying Charges Apply
Warrenpoint Harbour Authority (Amendment) Order(NI) 1994	Amended Constitution of Authority	TSO At Port Offices By Post	View Copying Charges Apply
Warrenpoint Harbour Authority Order(NI) 2002	Amended Powers, Constitution and Proceeding of Authority	TSO At Port Offices By Post	View Copying Charges Apply

Byelaws

Document	Description	Availability	Notes
Warrenpoint Harbour Authority Byelaws 1998	Harbour Byelaws	At Port Offices By Post	View / FOC SAE

General Port Information

Document	Description	Availability	Notes
Annual Report and Accounts	Most recent year published	At Port Offices By Post Electronically	View / FOC SAE From 2003 Accounts
Annual Report and Accounts	Previous Years	At Port Offices By Post (subject to availability) After availability	View / FOC SAE Archive charges apply
Port Promotional Material		At Port Offices By Post Electronically	View / FOC SAE
Press Releases		At Port Offices By Post Electronically	View / FOC SAE

General Customer Information

Document	Description	Availability	Notes
Schedule of Charges	Produced annually	At Port Offices	View
Tide Tables	Produced annually	At Port Offices By Post Electronically	Donation to RNLI As above with SAE From 2004
Port Passage Plan		At Port Offices By Post Electronically	View / FOC SAE From 2004
Notices to Mariners		At Port Offices By Post Electronically	View / FOC SAE

Policy and Management Information

Port Safety Management System

Due to the volume and complexity of this document it is only available for inspection at the offices of Warrenpoint Harbour Authority at this time.

It is hoped that we will be able to make it available electronically in the future.

Document	Description	Availability	Notes
Port Safety Management System (PSMS)	Audit Format	Port Office	View
PSMS	Accident Form	Port Office	View
PSMS	Fire Risk Assessment Form	Port Office	View
PSMS	Policy & Procedure Register	Port Office	View
PSMS	Marine Safety Management Manual	Port Office	View
PSMS	Manual Handling Assessment	Port Office	View
PSMS	Non Conformity Note	Port Office	View
PSMS	Defect Report	Port Office	View
PSMS	Risk Assessment Engineering	Port Office	View
PSMS	Risk Assessment Equipment	Port Office	View
PSMS	Risk Assessment General	Port Office	View
PSMS	Risk Assessment Marine	Port Office	View
PSMS	Risk Assessment Quayside Activities	Port Office	View
PSMS	Port Safety Management Manual	Port Office	View

Document	Description	Availability	Notes
PSMS	Accident Investigation Policy	Port Office	View
PSMS	Assessing Risks Pregnant Workers	Port Office	View
PSMS	Health & Safety Procedures Policy & Forms Register	Port Office	View
PSMS	Info. re Blood Borne Diseases	Port Office	View
PSMS	Marine & Standard Operating Procedures Policy	Port Office	View
PSMS	Marine Safety Management Forms Register	Port Office	View
PSMS	Persons falling into water from quayside	Port Office	View
PSMS	System Procedure Record	Port Office	View
PSMS	Requirements of Risk Assessment	Port Office	View
PSMS	Safety Induction Booklet	Port Office	View
PSMS	Risk Assessment Breakwater	Port Office	View
PSMS	Independent Annual Audit Report	Port Office Electronically	View From 2003

Document	Description	Availability	Notes
Oil Pollution Plan	Procedures to be followed in the event of a report of an oil spill	At Port Offices By Post Electronically	View SAE From 2004
Port Emergency Plan	Procedures to be followed in the event of an emergency	At Port Offices By Post Electronically	View SAE From 2004
Port Waste Management Plan	Port Waste handling procedures	At Port Offices By Post Electronically	View SAE From 2004
Equality Scheme	Equality Scheme in compliance with the requirements on the Northern Ireland Act 1998	At Port Offices By Post Electronically	View SAE

Pilotage Exemption Certificates

Document	Description	Availability	Notes
Pilotage Directions	Rules relating to Pilotage	At Port Offices By Post Electronically	View SAE From 2004
Vessel Priority Vessels Passing Anchorages		At Port Offices By Post Electronically	View SAE From 2004
Application Form & Examination Details for Pilotage Exemption Certificate		At Port Offices By Post Electronically	View SAE From 2004

Human Resource Policies

Document	Description	Availability	Notes
Application for Employment		At Port Office By Post Electronically	View SAE From 2004
Equal Opportunity Policy		At Port Offices By Post Electronically	View SAE From 2004
Health & Safety Policy		At Port Offices By Post Electronically	View SAE From 2004
Disciplinary Rules and Procedures		At Port Offices By Post Electronically	View SAE From 2004
Discrimination and Harassment Procedure		At Port Offices By Post Electronically	View SAE From 2004
Grievance Procedure		At Port Offices By Post Electronically	View SAE From 2004
Contract of Employment	Managers Administration Port Operatives	At Port Offices	View
Hours of Work and Overtime	Port Operatives Security Maintenance Ro Ro	At Port Offices	View
Terms and Conditions	Casual Port Operatives	At Port Offices	View
Job Descriptions	Management Administration Port Operatives Security Maintenance Ro Ro	At Port Offices	View
Skills Assessment Form		At Port Offices	View