



INFORMATION STATEMENT

FREEDOM OF INFORMATION ACT 1992
SECTION 94

OCTOBER 2008

CONTENTS

| | |
|--|---|
| STATEMENT OF STRUCTURE AND FUNCTIONS | 3 |
| Legislative Basis..... | 3 |
| Functions of Horizon Power | 3 |
| Organisational Structure..... | 3 |
| HOW HORIZON POWER FUNCTIONS AFFECT MEMBERS OF THE PUBLIC ... | 4 |
| DESCRIPTION OF DOCUMENTS HELD BY HORIZON POWER | 4 |
| Documents/information available free of charge | 4 |
| ARRANGEMENTS FOR ACCESS TO DOCUMENTS | 4 |
| Fees and charges..... | 4 |
| PROCEDURES FOR THE AMENDMENT OF PERSONAL INFORMATION..... | 5 |

STATEMENT OF STRUCTURE AND FUNCTIONS

Legislative Basis

Horizon Power is a statutory corporation created by section 4(1) (d) of the Electricity Corporations Act 2005. Horizon Power carries out functions and exercises powers under the Electricity Corporations Act 2005, Electricity Corporation Act 1994, the Electricity Industry Act 2004, Energy Operators (Powers) Act 1979 and the Electricity Act 1945.

Horizon Power was established in April 2006 to meet the electricity needs of regional Western Australia. The business was created from the separation of the former Western Power Corporation as part of the Western Australian Government's reform of the State's energy market.

Functions of Horizon Power

Horizon Power's principal functions are –

- to generate, purchase or otherwise acquire electricity from sources of energy including renewable sources;
- to manage, plan, develop, expand, enhance, improve and reinforce electricity transmission and distribution systems and provide improved electricity transmission and distribution services;
- to do anything that it is authorised or required to do by the Electricity Industry Act 2004 Part 8.
- to supply electricity to consumers and services which improve the efficiency of electricity supply and management of demand, etc.;
- to acquire, transport and supply gas and steam;
- to acquire, develop, operate and supply energy efficient technologies;
- to provide ancillary services;
- by arrangement with Verve Energy to operate and maintain electricity generation plant or equipment on behalf of that corporation;
- to provide telecommunication services;
- to undertake, maintain and operate any works, system, facilities, apparatus or equipment required for any purpose mentioned in section 50 of the Electricity Corporations Act 2005.

Horizon Power is responsible to service the electricity needs of customers in regional Western Australia, which extends to include approximately 38,000 customers in 28 towns and a growing number of remote communities.

To achieve a strong customer focus, Horizon Power will maintain permanent customer and asset management positions in major centres within its service area.

Organisational Structure

Horizon Power is a vertically integrated corporation that generates or purchases its electricity requirements, distributes and provides retail services to its customers in the service area.

Horizon Power has staff based at head office in Karratha, Perth and regional centres including Broome, Carnarvon, Esperance, Kununurra, and Port Hedland.

HOW HORIZON POWER FUNCTIONS AFFECT MEMBERS OF THE PUBLIC

Horizon Power is responsible for:

- generating, distributing and supplying electricity to customer's in the service area; and
- providing network infrastructure and access to that network.

DESCRIPTION OF DOCUMENTS HELD BY HORIZON POWER

Horizon Power operates a records management system throughout its service area and in all aspects of its functions.

The records management system is used to record and manage all documents and records, regardless of format. This system holds information dealing with day to day operations of all aspects of the business, e.g. correspondence in and out, corporate policies and procedures, internal and external reports, minutes and agendas of meetings, contracts, facility and network plans and drawings, safety records, and personnel records.

Documents/information available free of charge

A number of publications are freely available through our customer centres, by contacting us, or by visiting our website. These publications include:

- Electricity Tariffs and Charges
- Customer charter
- Standard form contracts

ARRANGEMENTS FOR ACCESS TO DOCUMENTS

All applications for access to documents must:

- be in writing, addressed to:

FOI Coordinator
Governance & Company Secretariat
Horizon Power
PO Box 1066
BENTLEY DC WA 6983

Tel: (08) 6310 1000
Fax: (08) 6310 1010

- provide enough information to enable the identification of requested documents;
- give an address in Australia to which notices can be sent;
- provide the information required under the FOI regulations; and
- be accompanied by the application fee.

Fees and charges

There is no fee, or charges attached to an application or request for access to personal information (information about the applicant).

The application fee for access to non-personal information is \$30.00.

Other charges may apply in relation to time taken by staff in dealing with an application and photocopying of documents, as provided for in the FOI Regulations.

Details of charges for access to **non-personal** information are:

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| Application fee | \$30.00 | |
| Time for dealing with application | \$30.00 | per hour |
| Supervised access time | \$30.00 | per hour |
| Photocopying time | \$30.00 | per hour |
| Photocopying – per copy | \$0.20 | |
| Time for transcribing information from tape or other medium | \$30.00 | per hour |
| Duplication of tape, film or computer information | Actual cost | |
| Delivery, packaging and postage | Actual cost | |

FOI process

Government agencies have a period of 45 days in which to process an application and decide whether access to the requested documents is permitted.

Once Horizon Power has considered the application a notice of decision is sent to the applicant advising whether access to the documents has been granted and if not, the reasons for not allowing access.

Should the applicant be dissatisfied with the notice of decision they have 30 days in which to make an application for review. From receipt of application of review Horizon Power has 15 days to conduct an internal review and provide a notice of decision.

Should the applicant be dissatisfied with the results of the internal review they have 60 days in which to lodge a complaint with the Information Commissioner who will then decide whether to conduct an external review.

The results of an internal or external review may confirm the agency's decision, vary the decision, or completely set aside the decision and provide a substitute decision.

PROCEDURES FOR THE AMENDMENT OF PERSONAL INFORMATION

An individual has a right to apply to Horizon Power for amendment of their personal information in a document that is held by Horizon Power, that is –

- inaccurate,
- incomplete,
- out of date, or
- misleading.

A dead person's closest relative has a right to apply for amendment of personal information about the dead person.

An application to amend personal information, must –

- be in writing, addressed to –

FOI Coordinator
Governance & Company Secretariat
Horizon Power
PO Box 1066
BENTLEY DC WA 6983

Tel: (08) 6310 1000
Fax: (08) 6310 1010

- give reasons why the person believes the information recorded by the document/s is inaccurate, incomplete, out of date or misleading;
- provide enough information to enable the identification of documents containing the information to be identified;
- give details of the amendment requested;
- give an address in Australia to which notices can be sent;. and
- provide the information required under the FOI regulations;

The application must state whether the amendment is to be made by:

- altering information;
- striking out or deleting information;
- inserting information; or
- inserting a note in relation to information.