

CORPORATE FUNCTION POLICY



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1. PURPOSE

The objective of this Policy is to provide direction to the Southern Ports Authority (SPA) staff on SPA Functions and to provide guidelines on the processes of the organisation of SPA Functions.

2. SCOPE

This Policy is applicable to all SPA Staff and is to be implemented by the Chief Executive Officer (CEO) and the CEO's designated staff member for each Port office of the SPA.

3. EFFECTIVE DATE

This document is effective from 21 October 2015.

4. POLICY STATEMENT

Minister for Transport has given direction, as per Ministerial Correspondence number 53-06603 to all Ports Authorities of the need for appropriate scrutiny and control of function expenditures. A SPA Functions approval process has been developed.

The SPA will reduce overall costs of Functions by 20% from 2014-2015 to 2015-2016.

Functions will be funded by SPA on an office by office basis and, on a per headcount based on anticipated attendance.

Each SPA office will minimise number of events without compromising community cohesion and staff morale.

Approval is to be sought well in advance of functions to facilitate cost effective outcomes and allow time for any required changes to be made.

The number of functions linked to work activities is to be limited.

Subject to CEO approval and in exceptional circumstances, alcohol will be permitted on site owned and controlled by the Port only for the event duration and in accordance with legislation (Mine sites cannot have alcohol in any circumstances).

Staff with accountability across multiple sites will not have separate social functions. They will join staff functions organised at Ports in accordance with the travel policy.

The Board will receive a SPA Function Report biannually from Management.

5. RESPONSIBILITIES

5.1 COMPLIANCE, MONITORING AND REVIEW

The CEO and delegated Staff member of each SPA Port are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted annually on the anniversary of the

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effective date of the Policy.

5.2 RECORDS MANAGEMENT

All records relevant to Functions are to be maintained in accordance with the SPA's Recordkeeping Plan.

6. DEFINITIONS

Board	Southern Ports Authority Board of Directors
SPA Office	The SPA Office located at Port of Albany, Port of Bunbury, Port of Esperance or West Perth
Function	Event held by SPA being either a Work related function incorporating SPA staff with stakeholders or a social function incorporating SPA staff with no stakeholders in attendance and no business discussion and/or outcome required

7. RELATED LEGISLATION AND DOCUMENTS

- Application Form
- Functions Procedure

A handwritten signature in blue ink, appearing to read "A. Hussey".

Chairman

A handwritten signature in blue ink, consisting of a stylized "S" followed by a long horizontal stroke.

Chief Executive Officer