

CORPORATE SPONSORSHIP POLICY



1. PURPOSE

This Policy is designed to ensure Southern Ports Authority (SPA) responds to requests for Corporate Sponsorship in a consistent and appropriate way.

2. SCOPE

This Policy is applicable to all SPA Employees who receive requests for Sponsorship..

3. EFFECTIVE DATE

This document is effective from 18 August 2016.

4. POLICY STATEMENT

SPA will consider applications for Sponsorship funding in light of SPA's mission, vision, objectives and values are met in providing funding to the Applicant.

SPA will give consideration to applications for funding from Applicants within each regional port community, as well as applications for activities across all SPA locations.

In considering applications SPA will give preference to activities in the following categories:

- Marine;
- Environment;
- Education;
- Community Infrastructure;
- Community Events; and
- Indigenous Relations.

All requests for Sponsorship must be in writing, with all Applicants required to complete a Sponsorship Application form.

SPA will not accept gracious favours from the Applicant as a result of the sponsoring.

SPA will provide a reporting mechanism to the Board and relevant SPA Port Community Consultative Committees.

5. RESPONSIBILITIES

5.1 COMPLIANCE, MONITORING AND REVIEW

The CEO and delegated Employee 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 every two years on the anniversary of the effective date of the Policy.

5.2 RECORDS MANAGEMENT

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

CORPORATE SPONSORSHIP POLICY



6. DEFINITIONS

Applicant	The organisation/entity requesting sponsorship funding from SPA
Board	Southern Ports Authority Board of Directors
SPA Port Office	The SPA Port Office located at Port of Albany, Port of Bunbury, or Port of Esperance
Sponsorship	Funding provided to an Applicant for which the mission, vision, objectives and values of SPA can benefit.

7. RELATED LEGISLATION AND DOCUMENTS

- Correspondence from the Minister for Transport, number 53-06988, dated 23 April 2015.
- Corporate Sponsorship Guidelines and Application Form

Approved by Board of Directors at the Board meeting on 18 August 2016

Handwritten signature of Rob Cole in blue ink.

Rob Cole
Chairman

Handwritten signature of Nicolas Fertin in blue ink.

Nicolas Fertin
Chief Executive Officer