

1. OBJECTIVE

The objective of this Policy is to establish Southern Ports protocols to ensure compliance with the Premiers Circular 2010/05, as amended from time to time in relation to contact from foreign government and high level foreign private sector dignitaries.

2. SCOPE

This Policy is applicable to all Southern Ports Employees and is to be implemented by the Chief Executive Officer (CEO) and the CEO's designated Employee for each Southern Ports Office.

3. POLICY STATEMENT

Southern Ports receives requests from time to time to visit our Ports from foreign government dignitaries and high level foreign private sector dignitaries and will follow the guidelines as per the Premier's Circular 2010/05 (Appendix 1) and subsequent amendments, to ensure guidelines for the coordination of the visit is in accordance with State Government policy.

4. EFFECTIVE DATE

This Policy is effective 15 February 2018.

5. RESPONSIBILITIES

5.1 Compliance, Monitoring and Review

The CEO and delegated Employee of each Southern Ports Office are responsible for ensuring compliance with this Policy. A review of the effectiveness and relevance of the Policy will be conducted biannually on the anniversary of the effective date of the Policy unless there is a material change which affects the intent of the Policy.

5.2 Records Management

All records relevant to the Visiting International Delegation Policy are to be maintained in accordance with the Southern Ports Recordkeeping Plan.

5. DEFINITIONS

Board Southern Ports Board of Directors

Southern Ports Office The Southern Ports Offices located at West Perth, Port of Albany, Port of Bunbury, or Port of Esperance

6. RELATED LEGISLATION AND DOCUMENTS

- Visiting International Delegation Procedure
- Premiers Circular 2010/05

Approved by the Board at the Board meeting held 15 February 2018.



Chair



Chief Executive Officer