

# Sponsorships, Gifts and Membership Policy

## PURPOSE

To provide guidelines and procedures to assist managers in considering requests for sponsorships or payment of memberships or for gifts; and to ensure that consistent standards are applied for the benefit of the Port Authority of New South Wales (Port Authority) and its employees

## SCOPE

This policy applies to all employees at the Port Authority.

## PRINCIPLES

Consideration of requests for sponsorships, gifts, or memberships should be assessed on the following criteria:

- **Integrity** – overall integrity of the group or charity concerned
- **Audience** – target audience to the Port Authority's objectives
- **Acknowledgement** – level of acknowledgement the Port Authority will receive in return for its commitment
- **Duration** – of the sponsorship and short term or longer term benefits
- **Financial** – cost of the request and availability of funds.

The Sponsorships, Gifts, and Memberships Policy provide guidelines and procedures to assist Managers in considering requests and to ensure that consistent standards are applied for the benefit of the Port Authority and its employees.

## PROCEDURE

### FURTHERING THE BUSINESS STRATEGIES OF THE PORT AUTHORITY

Subject to approved Budget provisions:

- (a) Advertising/promotional "co-linking", naming rights e.g. shipping industry partners, community and community services, environment and heritage interests.

*To be approved by the Executive General Manager, Commercial, Technical & Legal or Executive General Manager, Human Resources (up to \$5,000), or for major proposals by the Chief Executive Officer (up to \$10,000) or by reference to the Board for higher amounts.*

- (b) Improving employee incentives/performance e.g. subsidy of gym fees, sporting clubs sponsorship, membership of art, history or musical support groups.

*To be approved by the Executive General Manager Human Resources (up to \$2,000) or the Chief Executive Officer.*

- (c) Improving the Port Authority's corporate knowledge base, or broadening employee skills base, through access to specialists e.g. Corporate membership of employer associations, Chambers of Commerce and Industry, Australian Human Resources Institute or Institution of Engineers could fall in this category.

Note: Corporate membership only. NO personal memberships to be included.

*To be approved by relevant Executive General Manager (up to \$2,000) or Chief Executive Officer.*

#### GENERAL REQUESTS FOR GIFTS BY CHARITIES/CLUBS

- (a) Identify if use of an "in kind" contribution by way of service provision, staff, facilities or expertise can be donated instead of a cash gift. If this is possible, refer for the approval of the Executive General Manager of the Division with the capacity to provide the service.

Refer to the Port Authority's Social Club if volunteers are required, e.g. charity door knock.

- (b) Identify if naming rights or advertising is possible. If affirmative, refer for the approval of the Senior Manager, Corporate Affairs.
- (c) If cash donation only is sought, refer to:
- Chief Executive Officer (limited to \$10,000), or
  - Board, or
  - Port Authority Social Club.
- (d) Requests from the public, charities or organisations associated with the Port Authority, e.g. MSB RSL Sub-Branch, for activities (e.g. button selling) on the Port Authority's premises, are to be referred to the Executive General Manager Human Resources for approval.

#### FURTHER INFORMATION

This policy should be read in conjunction with:

- Code of Conduct
- Vision and Values
- Disciplinary Policy

# Gift Register Declaration Form

**Please complete this form if you have accepted any gift offered to the value of \$50 or more.  
For hospitality or entertainment, staff members are to register offers with a value over \$200  
and return to Executive General Manager, Human Resources & Corporate Affairs**

Complete this section if you **accept** a gift:

Name:

Department:

Gift Offered:

Approximate Value of Gift:

By Whom (Individual and Company):

Date Offered:

Business Reason for Acceptance:

Employee Signed: \_\_\_\_\_

Date: \_\_\_\_\_

EGM, Human Resources & Corporate Affairs Signed: \_\_\_\_\_  
(Acknowledge receipt of this form and checking approximate values)

Date: \_\_\_\_\_