

**OFFICIAL: Sensitive**



# Corporate Sponsor Program Policy

## Crime Prevention Command

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# Document Control Sheet

## Document Properties

Title	Corporate Sponsor Program Policy
Subject	Policy to support the functioning of the Corporate Sponsor Program
Command responsible	Crime Prevention Command
Authorisation	Commissioner of Police
Security Classification	Official: Sensitive
Publication date	May 2024
Current version number	1.0
Review date	May 2029
Document RMS number	D/2024/1069713
Linked RMS folder	D/2024/461358
Copyright statement	© Crown in right of NSW through NSW Police Force 2024
Suitable for Public Disclosure	Yes

## Modification History

Version #	Version creation date	Author / Position	Summary of changes
1.0	May 2024	Crime Prevention Command	This document replaces the 'Corporate Sponsor Program Procedures' (D/2023/1193176) and 'Corporate Sponsor Program Policy Statement' (D/2023/1193914). Major amendments to the document and new sections added following request by CET for Deep Dive of the Corporate Sponsor Program.

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## Corporate Sponsor Program

The Corporate Sponsor Program (CSP) supports the Commissioner's Executive Team (CET) to achieve corporate priorities through portfolio management (**Corporate Sponsor Portfolios**). The program encompasses strategically significant issues that present sustained risks to both the organisation and the community. These significant issues are most likely not currently managed at the necessary level by a current business unit or there is no defined business unit within the NSWPF with responsibility for that issue (portfolio/strategy). These gaps cause risk to the organisation as there is no applicable business as usual function to address them. The Program allocates governance and resourcing to key organisational, community and crime issues of significance to NSW Police Force.

The Corporate Sponsor Program interacts with 3 key areas of the NSWPF:

- Corporate Sponsor Portfolios;
- Head of Discipline; and
- Corporate Projects

The purpose of the Corporate Sponsor Program, the responsibilities of involved parties and governance are detailed within this policy.



## Scope

### Corporate Sponsor Portfolios

Issues recognised by CET as strategically important to NSWPF will be designated as a portfolio and overseen by a Corporate Sponsor.

'Portfolios' are defined as matters that are sustained and:

- Necessitate a comprehensive, high-level, government-wide approach for management and resolution.
- Have high political and media interest.
- Effect a significant change in NSWPF attitude and training, policy and legislation which impact on policing.

### Head of Discipline

A Head of Discipline is an identified position within a business unit (Commander/Director) that has responsibility for a specific subject (i.e. crime type or subject specialist).

## **Corporate Projects**

Corporate Projects are significant projects to address emerging issues identified by CET as requiring the oversight of a Senior Officer ('Project Sponsor') for a specific duration. Corporate Projects do not necessitate the same reporting requirements/governance level as a Corporate Sponsor portfolio.

# **1. Corporate Sponsor Portfolios**

## **1.1 Determination of portfolios**

Portfolios will be allocated to areas of strategic priority that typically do not have Head of Discipline and require ongoing high-level engagement by the NSWPF as determined by CET.

- 1.1.1 CET will determine portfolios and the appropriate portfolio holder at the rank of Assistant Commissioner.
- 1.1.2 CET may elevate the significance of a portfolio for additional oversight by the Commissioner and CET. When this occurs, CET will allocate a CET Sponsor at the rank of Deputy Commissioner.
- 1.1.3 Corporate Sponsors will be supported by Region Sponsors at the rank of Superintendent.
- 1.1.4 CET must approve requests for portfolio creations, removals or amendments.
- 1.1.5 A current list of portfolios is available on the NSWPF Intranet ([Corporate Sponsorship - Portfolios](#)).

## **1.2 Objectives of Corporate Sponsor Portfolios**

- 1.2.1 The 'Commissioner's intent' informs what is expected of the Corporate Sponsor and the portfolio.
- 1.2.2 Portfolios must have a Strategic Action Plan that is created by the Corporate Sponsor which demonstrates how the Commissioner's Intent will be delivered (refer to Corporate Sponsor Program Intranet Resources page for template).
- 1.2.3 Strategic Action Plans and relevant publications for the portfolio will be published on the Intranet.
- 1.2.4 Strategic Action Plans will be reviewed for currency upon completion of the "Annual Report" but can be amended as required.

## **1.3 Roles and Responsibilities**

- 1.3.1 CET will determine the NSWPF resources to be allocated to a portfolio.
- 1.3.2 Corporate Sponsors may rely on existing Command/Business Unit resources for support.
- 1.3.3 Crime Prevention Command (CPC) Policy Support is provided at the direction of the Commander, Capability, Performance and Youth Command and the Commander, CPC.
- 1.3.4 Refer to "*Annexure 1*" for the responsibilities and roles involved in the management of the Corporate Sponsor Portfolio.

## **1.4 Induction Process for Corporate Sponsors**

- 1.4.1 Incoming Corporate Sponsors will be provided with a handover containing relevant information (i.e. corporate documents, commitments, contacts, committees, and projects relevant to the portfolio).
- 1.4.2 Written documentation included as part of the handover, is to be stored in RMS.

## **1.5 Reporting and recording**

The Corporate Sponsor will ensure that all records relating to the management of the portfolio are stored in RMS. Documents stored in RMS must have the name of the Corporate Sponsor portfolio in the document's RMS file name.

### **1.5.1 Engage**

1.5.1.1 NSWPF members must record details for community and stakeholder engagement activities in the Engage system. *Refer to Engage user guide for further information.*

1.5.1.2 Dashboards specific to each portfolio are available.

### **1.5.2 Corporate Risk and Management System (CRAMS)**

1.5.2.1 Risks and mitigation strategies for a portfolio are to be recorded and managed in CRAMS.

1.5.2.2 The Corporate Sponsor is responsible for ensuring identified risks and treatments are recorded.

### **1.5.3 Annual Report**

1.5.3.1 Corporate Sponsors are responsible for providing an 'Annual Report' to CET by the end of the calendar year (refer to Corporate Sponsor Program Intranet Resources page for template).

1.5.3.2 The annual report must reflect outcomes against the Commissioner's Intent and the Strategic Action Plan. Data from Engage and CRAMS may be included.

### **1.5.4 Templates used for reporting and recording**

The Strategic Action plan and Annual reporting templates may be amended to ensure the contemporary needs of CET are delivered. Any amendments will be recorded on RMS.

## **1.6 Funding for Corporate Sponsor Portfolio activities**

1.6.1 The Corporate Sponsor is responsible for financing regular portfolio expenses from their Command budget. Corporate Sponsor Portfolio activities are to be captured under a separate WBS and marked as a variance for expenditure tracking.

1.6.2 The Corporate Sponsor may request additional funding for major portfolio activities through standard practices via funding submissions.

## **1.7 Exiting Portfolios**

1.7.1 CET will determine when a portfolio is no longer required, and any actions required for this portfolio to be exited from the CSP.

1.7.2 Engage, CRAMS and annual reports will provide an evidence-based approach to exiting a portfolio.

1.7.3 The removal of a portfolio does not require a review of the Corporate Sponsor Program or its policy.

## **1.8 Crime Prevention Command involvement with Corporate Sponsor Portfolios**

1.8.1 Crime Prevention Command (CPC) will retain responsibility for the Corporate Sponsor Program Policy.

1.8.2 CPC will maintain a list of portfolios (including their subject areas), sponsors, region sponsors and support staff.

1.8.3 CET will engage CPC when a review of the Corporate Sponsor Program or the Corporate Sponsor Program Policy is required.

## **1.9 Report Progression for Corporate Sponsor Portfolios**

- 1.9.1 The report progression process for issues raised by PACs/PDs involving Corporate Sponsor Program portfolios is demonstrated in Annexure 2.
- 1.9.2 The report progression process for Corporate Sponsor Initiated work is demonstrated in Annexure 3.

## **2. Head of Discipline**

- 2.1 A Head of Discipline is an identified Command/Business Unit that holds expert knowledge for a 'subject'. Head of Discipline status is determined by the position held, not the individual.
- 2.2 CET may determine that a subject led by a Head of Discipline requires strategic level direction and appoint a Corporate Sponsor/CET Sponsor for additional support.
- 2.3 CET, with the assistance of CPC has created a responsibility catalogue of Head of Disciplines. CET has delegated responsibility for the management of this catalogue to CPC. Any changes to a Head of Discipline must be approved by CET and then communicated to CPC for the catalogue to be updated.

## **3. Corporate Projects**

- 3.1 Corporate Projects are a project or emerging issue identified by CET as requiring the oversight of a Senior Officer of the NSWPF (e.g., BWV or Firearm Safety). Corporate Projects are typically, short term, for a specific period and do not meet the threshold of being an ongoing Corporate Sponsor Program portfolio.
- 3.2 CET will determine the allocation of a 'Project Sponsor' for the Corporate Project. The Project Sponsor in consultation with CET will determine the Commissioner's Intent for the project.
- 3.3 Corporate Projects are to be managed in line with existing NSWPF project management practices (including 'Project Management' under the Police Handbook). The Project Sponsor appointed by CET will determine the specific reporting requirements, briefing schedules and project timeframes specific to each Corporate Project.
- 3.4 Community engagements/consultations as part of the Corporate Project's life cycle are to be recorded in Engage.
- 3.5 Corporate Projects will provide bi-annual reports to CET. CET may also require that Corporate Projects report to Governance Boards (e.g., but not limited to SCRB).
- 3.6 A Corporate Project ceases when the CET Level Project Plan is complete or when CET determines that a project is terminated.
- 3.7 A Final Report is to be provided to CET that confirms the Corporate Project's completion or termination through the Corporate Project's chain-of-command.

Annexure 1:

Responsibilities of roles for portfolio management

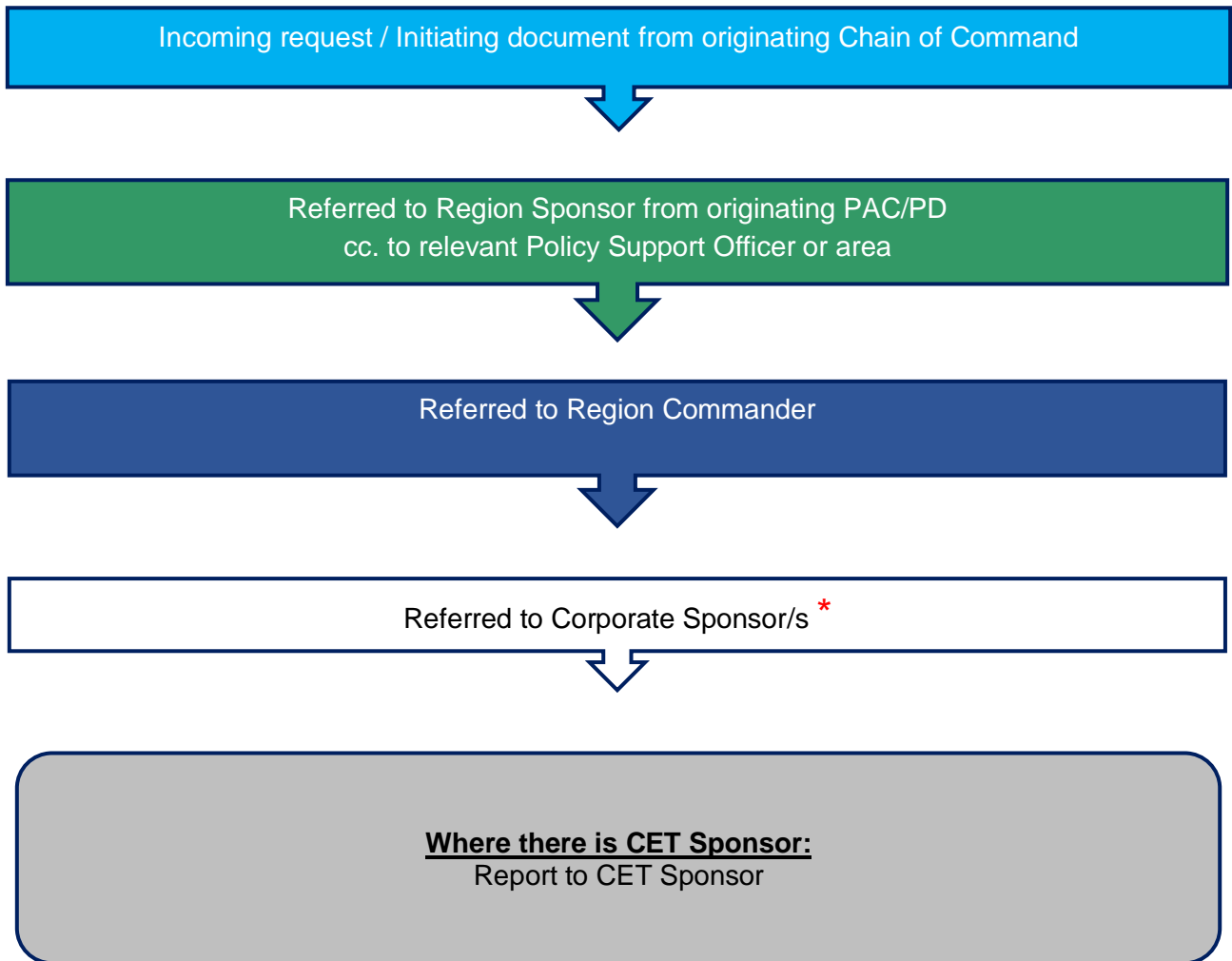
CET Sponsor (if applicable)	Corporate Sponsor	Region Sponsor	Policy Support	Media support
<ul style="list-style-type: none"> <li>• Oversight the 'Commissioner's Intent' for the portfolio.</li> <li>• Ensure alignment of portfolio activities to CoP and Government requirements.</li> <li>• Represent the CoP at Executive Government activities (in place of Corporate Sponsor).</li> <li>• Support the Corporate Sponsor with direction on policy, strategy and practice.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive and direct the 'Strategic Action Plan', policy, strategy and practice improvements aligned to the 'Commissioner's Intent'.</li> <li>• Speak publicly on behalf of CoP &amp; CET.</li> <li>• Participate in interagency activities, executive committees, forums and meetings.</li> <li>• Provide evidence-based advice that aligns with NSWPF's strategies and priorities.</li> <li>• Identify risks/opportunities and brief CET on treatment options.</li> <li>• Oversee NSWPF controls (i.e. procedures, codes of practice and guidelines).</li> <li>• Promote and direct NSWPF employee's knowledge/training of the portfolio.</li> <li>• Coordinate and lead Region Sponsors and Policy Support to deliver outcomes.</li> <li>• Support/co-ordinate projects, state-wide operations and action items.</li> <li>• Annual report.</li> <li>• Recording in CRAMS &amp; Engage.</li> </ul>	<ul style="list-style-type: none"> <li>• Drive and promote the portfolio in their region/area of responsibility.</li> <li>• Advise the Corporate Sponsor of regional issues, initiatives and risks.</li> <li>• Support the Corporate Sponsor in delivering state-wide operations in their region.</li> <li>• Represent the portfolio at community meetings, events, and forums for the region.</li> <li>• Develop networks and relationships for the portfolio in their region.</li> <li>• Seek policy advice and support for portfolio.</li> <li>• Provide handover to the incoming Region Sponsor.</li> </ul>	<ul style="list-style-type: none"> <li>• Facilitate development of the portfolio within the NSWPF.</li> <li>• Represent the portfolio at key committees and forums.</li> <li>• Coordinate &amp; manage programs, projects and forums related to the portfolio.</li> <li>• Provide advice to the Corporate Sponsor, Region Sponsors and internal stakeholders for the portfolio.</li> <li>• Assist with induction/handover of a portfolio to newly appointed Corporate Sponsor/s.</li> <li>• Support ongoing communication for the portfolio.</li> <li>• Maintain Intranet/Internet content.</li> </ul> <p><b>Note:</b> Crime Prevention Command (CPC) Policy Support is provided at the direction of the Commander, Capability, Performance and Youth Command and the Commander CPC.</p>	<ul style="list-style-type: none"> <li>• Coordinate the NSWPF media strategy in relation to the portfolio.</li> <li>• Provide media assistance for major events for the portfolio.</li> <li>• Develop key messages and communication plans for the portfolio.</li> </ul>





### Internal Report Workflow

### Issues raised by PACs/PDs involving Corporate Sponsor Portfolio



**Notes:**

\* If consultation is required, the Corporate Sponsor will refer to relevant Stakeholders (Commands, Business Units) prior to report progression.

The above workflow is only for reports/briefs/advice/issues relating to the Corporate Sponsor portfolio **only**. Command level reports (such as reports relating to maintenance of the Command or HR issues) are to be managed through existing chain of Command report workflows.

## Policy Support and/or Administration of Sponsorship Workflow

