
SPONSORSHIP BENEFITS POLICY

APPROVALS

POLICY NUMBER	CORP-POL-115	DOC.ID	4696713
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CATEGORY	Council Policy
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POLICY OWNER	Chief Executive Officer
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APPROVAL DATE	16 December 2020	RESOLUTION NUMBER	7027
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OBJECTIVE

The purpose of this policy is to provide clear guidance for Councillors and employees in their handling of sponsorship benefits either given or received by Council.

SCOPE

In particular this policy addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement where Council is the recipient or the provider of the sponsorship. The purpose of the policy is to provide transparency about the attendance at events and receiving of related benefits of councillors and employees.

DEFINITIONS

TERM / ACRONYM	MEANING
Event	Includes concerts, conferences, functions and sporting events.
CEO	Isaac Regional Council's Chief Executive Officer.
Mayor	Isaac Regional Council's Mayor.
Associated hospitality	Includes meals and beverages provided at the event.
Associated gifts	Includes clothing, publications, promotional products, vouchers, gift cards etc. provided prior to, at or after the event.
Sponsorship	The monetary and non-monetary support provided or received by Council in return for the right to recognised as supporting an event or program.

POLICY STATEMENT

INVITATIONS

All invitations or offers of tickets for a Councillor or employee to attend an event should be in writing and addressed to the CEO.

Sponsorship benefits arising from Council's Community Grants are to be documented and referred to the CEO and are to be administered in accordance with this policy.

Any invitation or offer of tickets not addressed/referred to the CEO must be disclosed in accordance with the gift and interest provisions in the Local Government Act and Regulations and respective Codes of Conduct, and disclosed to the CEO on the Gifts and Benefits Declaration Form.

A standing list of events and attendees pre-authorized by Council is contained in the Sponsorship Benefits Procedure.

APPROVAL OF ATTENDANCE

In making a decision on attendance at an event, the following will be considered:

- a. who is providing the invitation or ticket to the event,
- b. the location of the event in relation to the local government (within the district or out of the district),
- c. the role of the Councillor or employee when attending the event (participant, observer, presenter) and the value of their contribution,
- d. whether the event is sponsored by the local government,
- e. the benefit of local government representation at the event,
- f. the number of invitations/tickets received, and
- g. the cost to attend the event, including the cost of the ticket (or estimated value of the event per invitation) and any other expenses such as travel and accommodation.

Decisions to attend events in accordance with this policy will be made by the Mayor for Councillors or by the CEO for employees in accordance with the Sponsorship Benefits Procedure.

The priority order for approval of attendance will be applied as follows;

1. Mayor and partner
2. Councillors and partners
3. CEO and Directors
4. Employees
5. External guests

Where the number of invitations/tickets exceeds the number considered to be reasonable by the Mayor and CEO, the surplus invitations/tickets will be declined and returned.

PAYMENTS IN RESPECT OF ATTENDANCE

Where an invitation or ticket to an event is provided free of charge, the local government may contribute to appropriate expenses for attendance, such as travel and accommodation, for events outside the district if the council determine attendance to be of public value.

For any events where a member of the public is required to pay, unless previously approved and listed in the Sponsorship Benefits Procedure, the Mayor will determine whether it is in the best interests of the local government for a Councillor to attend on behalf of the Council. The CEO will determine whether it is in the best interests of the local government for an employee to attend on behalf of the Council.

ASSOCIATED HOSPITALITY AND GIFTS

All associated hospitality and/or gifts must be disclosed in accordance with the gift and interest provisions in the Local Government Act and Regulations and respective Codes of Conduct, and disclosed to the CEO on the Gifts and Benefits Declaration Form.

LEGISLATION AND RELATED GUIDELINES

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Queensland Government Sponsorship Policy
- Councillors' Code of Conduct

REFERENCES

ID	NAME
STAT-POL-057	Councillor Support (Expenses Reimbursement) Policy
CORP-POL-079	Code of Conduct (Employees)
CORP-GDS-036	Community Grants Guidelines
To be confirmed	Sponsorship Benefits Procedure (draft pending)
CEO-009	Gifts and Benefits Declaration Form