

Employee Sponsorship Scheme Policy

1. POLICY STATEMENT

Townsville City Council is committed to supporting employee participation in initiatives and pursuits that enhance both community and employee wellbeing.

2. PRINCIPLES

Council endeavours to provide basic and limited financial assistance or sponsorship for employee participation in initiatives and pursuits that enhance both community and employee wellbeing. The financial assistance is intended to provide assistance with payment of matters including registration fees and/or corporate branded clothing or costume for the activity. Sponsorship may extend to existing basic promotional collateral such as drink bottles where available.

3. SCOPE

This policy applies to all Council employees employed at the time of the event for which assistance is sought. It does not extend to volunteers, contractors, labour hire or anyone else who is not an employee of the Council at the time of the event.

This policy only deals with the issue of provision of financial assistance and basic and existing promotional collateral. It is not intended to facilitate the provision of Council owned equipment, assets or any other resources or services.

4. RESPONSIBILITY

People and Culture are responsible for the budget and approval of funding and sponsorship requests which comply with this policy.

Employees are responsible for completing the appropriate application form seeking financial assistance and/or promotional collateral.

Managers are responsible for supporting the employee's application for financial support/promotional collateral on the basis that it meets the relevant criteria, including availability of funds.

5. DEFINITIONS

Applicant – means the same as employee

Employee – means all employees employed by Council at the time of the event for which assistance is sought. It does not extend to volunteers, contractors, labour hire or anyone else who is not an employee of the Council at the time of the event.

Manager – includes persons appointed to positions including with the title, Team Manager, General Manager, Principal, Director and Chief.

The Scheme – means the Employee Sponsorship Scheme.

6. POLICY

At the commencement of each financial year the Council will approve an amount of funds as Employee Sponsorship Scheme Funds. The Scheme year commences upon the approval of funding for that year and continues:

- for twelve months; or
 - until funding is exhausted or no longer available, irrespective of whether all applications have been assessed/approved; or
 - until a fresh allocation is made
1. From the Scheme funds the Council will make a contribution available to successful applicants of 50% of the total participation costs and up to a maximum of \$200 per applicant.
 2. Applications should be submitted prior to the applicant participating in the activity or event. Supporting documentation such as registration forms and brochures must be included with the application.
 3. If the applicant has participated in the activity or event and requests financial assistance/sponsorship after the event, receipts or other supporting documentation verifying the applicant's expenditure and participation in the event must be included with the application.
 4. Applications submitted after participation in the event or activity must be submitted within three months after the start date of the activity or by the end of the Scheme year otherwise they will not be eligible for assessment or approval.
 5. Where promotional collateral such as clothing, costume or water bottles are being requested for approval under the Scheme, approval will only be provided if the design includes the Council approved logo and is compliant with the Council's branding standards. It is the responsibility of the applicant to arrange promotional collateral with the appropriate Council Section.
 6. Each application can only be made in respect of the activity specifically identified and on the specific date/s in the application.
 7. An approval applies only for the specific application to which it was granted. Approval will not apply to the same event in a subsequent year / cycle. A separate application must be made and separate approval obtained.
 8. Applications will be assessed against the following criteria:
 - The eligibility of the applicant;
 - The applicant's history of funding under the scheme. If the Council receives a number of applications and has insufficient funds to approve all applications, an application that meets all of the assessment criteria and has been funded a lesser number of times will receive preference to approval of funding in order to ensure fair distribution of assistance;
 - Compliance with the terms and conditions of this policy;
 - The appropriateness of Council making a sponsorship in respect of the activity; and
 - The community and employee's wellbeing benefit derived from the employee's participation in the activity.
 9. Applications will be approved/not approved by the General Manager People and Culture or another Officer with appropriate financial delegation following assessment against the above criteria and the applicant will be advised of the outcome of their application.

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10. Employees will be representing Townsville City Council and must adhere to the Code of Conduct for Staff at all times while participating in the event.
11. In the event that an individual or team to which the Council has provided sponsorship or assistance receives a prize or prize money, it must be declared consistent with the employee's obligations under the Council's Code of Conduct for Staff. Direction will then be provided on what happens with the prize or prize money.
12. Applicants who receive sponsorship may be requested to provide evidence that they have participated in the event for which the funding was approved. Applicants may also be requested to provide a brief report within one month of participation, to be used for promotional purposes (e.g. staff intranet). Other uses of the report will be by mutual agreement of the applicant and council.
13. When the applicant has received funding or other support under this policy but fails to participate in the approved event or activity the applicant must return to Council the funding or support provided.
14. Applicants may request an exemption from paying back the sponsorship funding in the case of injury, illness or family bereavement preventing them from participating in the activity that the sponsorship money was intended for. Any exemption to paying back sponsorship funding due to non-participation in the activity will be at the discretion of the General Manager People and Culture.
15. Lodging an application does not guarantee funding.
16. Only fully completed applications will be considered.
17. The assessment of applications will be conducted in the order that complete applications are received by the Council, and funds will be allocated in that order until the Scheme funds or that Scheme year have been allocated.
18. Council reserves the right, at its sole discretion and at any time, to change any or all of the terms and conditions or to cancel the Scheme.

7. LEGAL PARAMETERS

Nil

8. ASSOCIATED DOCUMENTS

Code of Conduct for Staff

Employee Sponsorship Application Form

Staff Health and Wellbeing Administrative Directive

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