

Policy and Procedure Register updates

Summary of changes to the Sponsorship procedure

1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations Audit/review recommendation Due for review
 Change of policy/procedure requirements Other

The updated Sponsorship procedure gives greater clarity on the separation of sponsorship and procurement and gives clearer instruction on ethical and fair dealing.

2. Summary of changes

- All schools are now required to use the Letter of Agreement for amounts up to and including \$10,000 to align with the Queensland Government sponsorship procedure (previously the school sponsorship offer form was used).
- A Sponsorship guideline has been created to include information on sponsorship principles, MP donations, gifts and sponsorship and purchasing amongst other topics.
- Information on fundraising has been removed from the *Sponsorship Checklist for Schools*. The checklist now points schools to the Fundraising policy.
- Clarifying information on the need to separate sponsorship and procurement activities and the need for all staff to abide by the Conflict of interest policy and procedure.
- All incoming and outgoing sponsorship will be assessed by Procurement Services to ensure sponsorship arrangements are not entered into with an organisation tendering for the supply of goods and services to the department including schools and regions.
- Other minor changes to structure and information to streamline the procedure.

1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities New/additional responsibilities Removed responsibilities

Position title	Summary of change	Page #
Deputy Director-General State Schools	Will now approve Regional Office sponsorship business cases in line with the revised Instrument of Authorisation	Page 5. Instrument of Authorisation (21/131744)
School-based staff	Letter of Agreement (previously the school sponsorship offer form)	Page 6.

2. Communication and support for implementation

SCE's [sponsorship team](#) can provide advice and guidance to all departmental units, Regional Offices and schools wishing to engage in sponsorship activities. A short animation and fact sheet has also been added to [OnePortal](#) to support schools.

Strategic Communication and Engagement (SCE) will deliver a range of comms to inform all departmental staff that the procedure has been updated. Schools will be informed specifically on the change to the letter of agreement for up to and including \$10,000.

SCE will notify P&C Qld of the changes to the checklist and procedure and will supply the new URLs so the links on the website can be updated.

For further assistance, please contact:

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