

DONATIONS PROCEDURE

1. Scope

The Donations Procedure (this 'Procedure') supports Council's Donations Policy and applies to all requests for donations independent of Livingstone Shire Council grants, sponsorship and/or in-kind support programs.

2. Purpose

Council is requested from time to time to provide a donation to individuals, not for profit community groups, charities and other organisations that do not fulfil the criteria for any of Livingstone Shire Council's established funding programs (Community Assistance Program Policy).

This procedure outlines how requests for donations are received, assessed, approved and reported.

3. References (legislation/related documents)

Legislative reference

Crime and Corruption Act 2001
Local Government Act 2009
Local Government Regulation 2012
Public Sector Ethics Act 1994

Related documents

Code of Conduct (Employees)
 Community Assistance Programmes Policy
 Community Plan 2030
 Financial Delegations Directive
 Livingstone Shire Council Donations Policy
 Livingstone Shire Donation Request Form
 Payment Exception Authority Form

4. Definitions

To assist in interpretation, the following definitions shall apply:

Applicant	Individuals, groups, businesses, organisations or community/sporting groups seeking assistance from Council by way of monetary donation.
Council	Livingstone Shire Council.
Donation	Monetary or non-monetary assistance provided by Council.
Not for Profit Organisation	An organisation that is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect.

5. Procedure

5.1 Eligibility Criteria

5.1.1 Category 1 – Schools – Awards Only

- a) For awards conferred upon students enrolled in schools within the Livingstone Shire. \$250 maximum per school per annum.

5.1.2 Category 2 – Groups and/or Organisations

- a) The majority of services and/or activities of the group or organisation must benefit Livingstone residents and improve the overall liveability of the Shire;
- b) The initiative is not eligible for any funding programs listed in the Community Assistance Policy;
- c) The initiative is relevant to goals and strategies within the Community Plan;
- d) Has no outstanding payment owed to Council, AND
- e) Dependent on the application type, must meet criteria below:

For general donations:

- The group and/or organisation can provide evidence of demonstrated attempts to raise funds from other sources, including where relevant, other government initiatives (eg Queensland Government grant funding).
- Maximum \$1,000.00 per group per annum.

For land use support:

- The group and/or organisation is in the process of land use planning and/or development and this funding will assist in progressing this.
- Maximum \$2,000.00 per group per annum. Group must provide invoice for reimbursement.

For community waste vouchers:

- The group and/or organisations activities generate excessive waste that requires disposal at Council waste facilities
- Community waste vouchers are only eligible to community groups and will not be granted to individuals
- Maximum one application and five waste vouchers per group per annum.

For example, a trophy or award for an event/awards ceremony OR a donation to a charity for their operations OR waste vouchers allocated to a community group to dispose of end-of-life furniture.

5.1.3 Category 3 – Individual Excellence in Sport, Academics or the Arts.

- a) Resident of Livingstone Shire;
- b) Not eligible for any funding programs listed in the Community Assistance Policy;
- c) Relevant to goals and strategies within the Community Plan;
- d) Selected to participate representing Livingstone, Queensland or Australia in an officially recognised State, National or International championship, competition, exhibition, showcase or training/educational opportunity;
- e) Evidence of demonstrated attempts to raise funds from other sources including, where relevant, other government initiatives (eg Queensland Government Athlete Assistance); and
- f) Has no outstanding payment owed to Council.

Funds must be utilised by the individual to meet the costs associated with the championship, competition, exhibition or showcase including clothing, travel or accommodation expenses.

Applicants are eligible to apply for the maximum following amounts:

Within Queensland	\$150
Outside of Queensland (within Australia)	\$250
Outside of Australia	\$350

5.1.4 Ineligible Requests

Under the Donations Policy, donations are not provided for:

- Commercial groups, organisations or businesses;
- Government agencies or Departments of Local, State or Federal Government;
- Purchase of food or beverages;
- Masters Games competitors as these competitions are through self-nomination;
- Championship, competition, exhibition, showcase or training/educational opportunity held within Livingstone Shire; or
- Part or all of Council rates/fees/charges (except community waste vouchers if applying in category 2); and
- Individuals are not eligible to apply for community waste vouchers.

5.2 Application Process

Applications can be made at any time by applicants, by completing the relevant Livingstone Shire Donation Request form. Both the Donation Request form (Monetary) and Donation Request form (Community Waste Vouchers) are available on Council's website and customer service points and can be returned at any Council customer service point or via email to enquiries@livingstone.qld.gov.au.

5.2.1 Monetary Donations

Submitted Donation Request forms (Monetary) are sent to the Manager Community and Cultural Services.

5.2.2 Community Waste Voucher Donations

Submitted Donation Request forms (Community Waste Vouchers) are sent to the Waste Services Team.

5.3 Assessment Process

All applications received will be assessed using the below criteria;

5.3.1 Monetary Donations

Applications will be assessed by officers using the relevant financial delegations structure (Manager/General Manager/Council). All eligible applications are assessed against the below criteria:

- Organisation and/or individuals can demonstrate alignment to the Community Plan;
- Organisations and/or individuals can demonstrate an advantage for the broader community of the Shire; and
- Organisations and/or individuals have not received adequate funding, sponsorship and/or in-kind support from other sources.

5.3.2 Community Waste Voucher Donations

- Group and/or organisations can demonstrate alignment to the Community Plan;

- Group and/or organisations have not received adequate funding, sponsorship and/or in-kind support from other sources.
- Group and/or organisations can demonstrate current appropriate waste management efforts.

5.4 Notification Process

Applicants will be notified within forty-eight hours (48hrs) that their application has been received and the expected timeline for a decision.

5.4.1 Monetary Donations

If successful, the recipient will be required to sign a Payment Exemption Authority Form as acceptance of the donation to allow money to be transferred.

5.4.2 Community Waste Vouchers

If successful, the recipient will be issued with the allocated waste vouchers via email, post or collection.

As soon as practicable after an amount has been allocated from the Donations budget, Council will publish information on their website stating the name of each recipient and the amount and purpose of the allocation.

5.5 Budget

Council nominates an amount to distribute in accordance with the Livingstone Shire Donations Policy and Procedure as part of budget preparations annually. This amount will be reviewed each budget cycle. If the budget is expended prior to the end of the financial year, this information will be published on Council's website.

6. Changes to this Procedure

This Procedure is to remain in force until otherwise amended/replaced or other circumstances.

7. Repeals/Amendments

Version	Date	Action
1.0	03/09/2024	New Procedure Approved
2.0	16/09/2025	Amended Procedure Approved – Related Documents and section 5 amended
3.0	16/09/2025	Amended Policy Approved – full review undertaken

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