

Policy and Procedure Register updates – Summary of changes to:

Donations and bequests 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 Donations and bequests procedure provides clarity around responsibilities and processes when dealing with donations and bequests offered to the department.

2. Summary of changes

The updated procedure provides greater clarity on employee responsibilities and the process steps to be taken relating to the administration of donations and bequests. It also contains key considerations to assist both employees who are given a donation or bequest and approvers in determining the appropriateness and suitability of donations or bequests.

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 #
Any employee who receives a donation or bequest to the department	Refer the offer to the appropriate approver for assessment	Page 2
Principals, Executive Directors or higher	Review, negotiate, approve or decline, manage and account for donations and bequests made to the department	Page 2

2. Communication and support for implementation

Communication and engagement for the amended procedure will be provided through the OnePortal Bulletin Board and Financial Advisory Services newsletter.

For further assistance, please contact:

- Policy/procedure contact:
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