

COUNCIL POLICY

Council Policy Title:	Plaques and Memorials in Colac Botanic Gardens
Council Policy ref. no:	12.4
Responsible Department:	Infrastructure and Services
Date of adoption/review:	23 October 2013

1. INTRODUCTION

The Colac Botanic Gardens were developed in the second half of the nineteenth century over a site covering 12 hectares. The site is managed by the Colac Otway Shire Council on behalf of the Department of Environment and Primary Industries (DEPI). The Friends of the Colac Botanic Gardens acts as an advisory group to Council on activities associated with the Botanic Gardens.

This Policy provides a framework for Council when considering requests relating to plaques and memorials in the Colac Botanic Gardens.

2. OBJECTIVES / PURPOSE

The purpose of this policy is to provide a framework for Council when considering requests from private individuals and organisations relating to plaques and memorials in the Colac Botanic Gardens.

3. DEFINITIONS

Plaque – a small brass naming plate of dimensions up to 15cm x 15cm.

Ashes – the physical remains following cremation of a person. Note this policy also applies to the distribution of animal ashes.

4. POLICY

4.1 Sponsored Trees

Donors may donate funds for the purchase of trees for the Gardens. No plaques or similar references to the donor should be associated with the trees purchased. The selection, purchase and placement of trees are the responsibility of Council's General Manager Infrastructure and Services.

Consideration should be given to the establishment of a “Donors Board” to which plaques may be attached to record significant donations to the Gardens. Scattering or burying of ashes is not permitted.

4.2 Sponsored Furniture

Donors may sponsor a garden seat. The style should be in accord with the current Colac Botanic Gardens Style Guide and should recognise any specific heritage preservation requirements.

All requests for sponsored furniture should in the first instance be made to the Friends of the Colac Botanic Gardens.

A small brass plaque, 15cm high and 15cm wide may be attached. Seats will be retained for up to 10 years. At the expiry of that time they may be removed and the donor may retrieve the plaque. While an approved plaque or memorial will be located at the designated site for a period of not less than ten years, Council maintains the right to remove or relocate it should the site be redeveloped or significantly changed in character. Council does not guarantee the retention of any plaque or memorial beyond ten years.

4.3 Acknowledgement of Important Events

Events or occasions that are of special significance to the community or to the Gardens may be marked with the planting of a tree and a plaque. An example of such an event is the Centennial of Federation. All requests for such acknowledgement should in the first instance be made to the General Manager Infrastructure and Services. Further consultation will then be undertaken with the Friends of the Colac Botanic Gardens and other relevant stakeholders.

All planting is to be consistent with the Botanic Gardens Master Plans and Landscape Plans.

4.4 Memorial to a Significant Individual

An individual who contributed significantly to the Gardens over the years may be recognised with the planting of a tree and a plaque. An example of such a person is Archibald Campbell who was curator of the Gardens for forty years.

All requests for such acknowledgement should in the first instance be made in writing to the General Manager Infrastructure and Services. Any recommendations will be referred to the Friends of the Botanic Gardens but should be consistent with the Botanic Gardens Master Plans and Landscape Plans and subject to the approval of the Chief Executive Officer.

4.5 Plaques

All plaques are to be the same size and use the same lettering. A suggested style depicted is attached.

Where a plaque or memorial is initiated by organisations or individuals within the Community, the applicant must meet all costs associated with the design, manufacture and installation of the plaque or memorial, which shall be undertaken by, or under the direction of, Council.

The text, size and mounting information of a plaque or memorial shall be made available to Council prior to installation. Installation of a memorial commemorating a person will not generally be considered within three years of the death of that person, to allow for the development of a historical perspective and for consideration of the criteria for significance.

Plaques and memorials shall be designed and sited so as not intrude upon or damage the structure or natural environment or otherwise create a public risk. Their construction should require little maintenance and should be resistant to vandalism.

Plaques or memorials which have been placed in any location without authorisation, or which do not meet the general requirements of this policy may be removed. Attempts should be made to consult the person(s) responsible for initially siting the plaque or memorial prior to its removal.

5. IMPLEMENTATION AND REVIEW

This policy is adopted by Council and is subject to a periodic review.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
23 May 2007	Adopted by Council
25 August 2010	Review
23 October 2013	Review