



COUNCIL POLICY

Council Policy Title:	Landscaping Sponsorship
Council Policy ref. no:	6.1
Responsible Department:	Infrastructure and Services
Date of adoption/review:	23 October 2013

1. INTRODUCTION

This policy relates to opportunities which arise when businesses or organisations offer to sponsor landscaping material such as; plants, soils, timber etc. and/or labour aimed at beautifying Council property.

2. OBJECTIVES

The objectives of this policy are to;

- Provide a framework around business enquiries relating to private sponsorships of Council landscaping projects; and
- Have an alternative means in which to beautify Council property and give the sponsoring businesses or organisations the opportunity to promote growth and /or awareness of their business.

3 CRITERIA AND GUIDELINES

This policy applies to any business or organisation wanting to sponsor landscaping material and/or to beautify Council property.

- Preference will be given to Colac Otway Shire businesses and not for profit organisations before businesses outside the Shire.
- Under this policy Council can accept an advertising display to be erected (for sponsorship), but will specify the size (not to exceed 1 m²) and location following a recommendation put forward by the applicant.
- The applicant is required to submit a drawing of the sponsor signage display for Council review and approval.
- Council will determine the length of time that sponsor signage is to be displayed.
- The time of display of the sponsor signage will not exceed two years.

- During the time of signage display the sponsor will be required to replace any dead or damaged material in accordance with a sponsorship agreement.

4. IMPLEMENTATION AND REVIEW

This policy is adopted by Council and will be implemented by all Shire Staff, and is subject to a periodic review.

ADOPTED/AMENDMENT OF POLICY

Policy Review Date	Reason for Amendment
15 November 1995	Adopted by Council
24 May 2006	Review
25 August 2010	Review
23 October 2013	Review



**Application Form
Landscaping Sponsorship of Council Property**

Business or organisation name: _____

Contact Name: _____

Address: _____

Telephone: _____

Project title: _____

Project location: _____

Brief project summary:

Attach a plan layout, project details and advertising sponsor display (if required). The applicant should provide as much detail as possible, and should state the type of landscaping that will take place including, but not limited to, vegetation and structure to be introduced and/or removed and detailed in a quantifiable manner.

Office Use only

Date Requested

Request Approved

Request not Approved

Council specifications

DECLARATION:

The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.