



INTERNAL OPERATING GUIDELINE

Mackay Regional Botanic Gardens Donations

POLICY NO	030
DEPARTMENT	Engineering Services
PROGRAM	Parks and Environment

1.0 Scope

This policy applies to individual, groups or organisation wishing to donate to the Mackay Regional Botanic Gardens Living Collection, or make a financial donation or bequeath funds to the Mackay Regional Botanic Gardens.

2.0 Purpose

The purpose of this Donations Policy is to provide clear parameters for decision-making regarding donations and define the requirements and process for consideration of offers. This will ensure all decisions to accept or reject offers donations are made consistent with the core guidelines and values of the Mackay Regional Botanic Gardens.

3.0 Reference

- Mackay Regional Botanic Gardens Living Collections Policy.

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Donation shall mean a monetary or non-monetary gift whether made by a living benefactor or in a will of a benefactor as a donation.

MRBG shall mean *Mackay Regional Botanic Gardens*.

5.0 Background

To allow to individual, groups or organisations to donate plants or funds towards the MRBG and to clearly understand why a donation may or may not be accepted.

6.0 Requirements

6.1 Donation

A person, group or organisation considering donating to the MRBG should first consider if such a donation is intended for a specific purpose, or is given freely for the MRBG to allocate as it sees fit.

The MRBG has a strong preference for donations to the procurement of the Living Collection – our plant collection and display. Bequests, and all untied funds received will be allocated to a suitable current or future project. Other donations are considered on merit and the ability to accept and maintain such donations by the MRBG, based on this document's guidelines.

This Policy does not address other forms of assistance that may be better defined as tied or untied grants, cash or in kind support as part of a sponsorship or partnership arrangement, or other agreement in which benefits are exchanged between the parties as part of the agreement for the assistance. Such assistance and agreed exchange of benefits is usually arranged through a negotiated contractual agreement.

6.2 Suitability

It is acknowledged that some donations are deemed not suitable. This is due to:

- A donation to the Living Collection that does not match the MRBG Living Collections Policy, procurement schedule and guidelines.
- A donation having unsuitable key requirements for the MRBG to receive the donation. For example, a donation of a tree that requires permanent acknowledgement or that does not meet the policies of the MRBG, e.g. - a donation of a tree that requires a plaque to commemorate the donation, or a specific species to be located in a specific location requested – that does not meet the policies of the MRBG.
- Donations that may be considered offensive, inappropriate or that would be dangerous to display or maintain.

Once an item is accepted, donated and the donation acknowledged and received by the MRBG, it is at the discretion of the Curator as to the placement of the donated item and the timeframe that the item is displayed or maintained, unless otherwise noted in writing.

Due to age, illness, damage or unsuitability upon review, a donated item that reaches the end of its 'natural life' may or may not be replaced, upon consideration of the Curator with the guidelines outlined in this document.

For example – *a family would like to commemorate a special event by purchasing and planting a tree on a specific date – a family gathering, a 100th birthday etc. The Curator can advise, if possible, of the location in the Gardens and a suitable species in line with the MRBG Living Collections Policy. A tree is then purchased by the donated funds and with the assistance of MRBG staff, planted. A temporary sign or plaque may be displayed at the planting event; however, a permanent plaque may not be displayed, in line with the MRBG Signage Strategy.*

After 15 years, the tree dies. It is at the discretion of the Curator whether the tree is replaced, in line with the (then current) MRBG Living Collections Policy, or best practice horticultural guidelines as decided by the MRBG.

The MRBG appreciates all offers, but cannot accept every offer of a donation if it does not meet the specific requirements outlined in this document.

6.3 *Plaques*

Requests for plaques will only be considered for seats or on large infrastructure – for example: Picnic Shelters donated to the MRBG and must be in keeping with the MRBG Signage Policy. The Plaque will appear on the seat or infrastructure at the time that the seat or infrastructure is put in place and donors may be contacted if in a future date that items needs to be replaced. If the original donor is not interested or is unable to be contacted, another donor may be sourced to fund replacement of the item, who would then be acknowledged as the donor of that item.

Plaques and permanent signage are not permitted for donations to the Living Collection.

6.4 *Living Collections Policy*

The MRBG Living Collections Policy establishes the criteria for the development of the living collections (the plants) housed at the MRBG. All donations to the Collections must meet the guidelines set out in the MRBG Living Collections Policy.

Following is a set of seven categories, which set down primary themes for the MRBG Living Collections. Collections may fall into only one of the following categories; others may be in more than one. The multi-layered composition of many existing collections adds to their potential for interpretation and research.

- (a) Geographical
- (b) Biological and Ecological
- (c) Taxonomic and Evolutionary
- (d) Ornamental and Landscape
- (e) Historical and Cultural
- (f) Conservation
- (g) Research

This means that not all donations of plants may be able to be accepted by, or displayed in particular locations within the MRBG.

7.0 Review

This policy will be reviewed when any of the following occur:

1. The related documents are amended or replaced
2. Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than two years.