

Program: Executive Office
Date of Adoption: 8 February 2023
Resolution Number: ORD-2023-34
Review Date: 8 February 2026

Scope

This Policy defines Mackay Regional Council's (MRC's) expectations with respect to the receipt of donations from a member of the public, community group or organisation.

Objective

The objective is to provide clear parameters for decision-making regarding the receipt of donations. This will ensure all decisions to either accept or reject donations are made consistently within the core guidelines and values of MRC.

Policy Statement

This policy is to provide an understanding for a member of the public, community group or organisation, on how they can make a donation to MRC by either a monetary or non-monetary gift or contribution and to clearly understand MRC's requirements on its decision as to why a donation may or may not be accepted.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

This process to remain in force until otherwise determined
by Mackay Regional Council

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1.0 Principles

MRC appreciates all Donations; however, it does have the discretion to refuse a Donation if it that Donation is inconsistent with MRC's values or operational objectives.

This Policy does not address other forms of assistance that may be better defined as tied or untied grants, cash or in-kind support which could be 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.

This policy must be read in conjunction with its associated Corporate Standards 059.1 Mackay Botanic Gardens Donations and 059.2 Artspace Donations.

1.1 Monetary Donation

A member of the public, community group or organisation may make a monetary donation to MRC by:

- contacting the Director of Organisational Services; or at
- designated donations boxes; or
- designated electronic donation devices.

Depending on their suitability, monetary donations can be tied to specific areas within MRC for example:

- Mackay Regional Botanic Gardens
- Ken Burgess Orchid House at Queens Park
- Parks and Reserves
- Property Services
- Museums
- Artspace
- Libraries
- Youth/Neighbourhood Centres

The Director Organisational Services has authority to approve or refuse the receipt of the Donation.

All documentation in relation to the receipt or refusal of the Donation is to be recorded in MRC information management system.

Once the Donation has been accepted and acknowledged by MRC, it is at the discretion of Director Organisational Services as to how the Donation is managed, unless it has been donated for a specific purpose.

1.2 Non-monetary Donation

A member of the public, community group or organisation may make a non-monetary Donation by contacting MRC for further direction.

These types of Donations may include, but not limited to:

- Plants - see associated Corporate Standard 059.1 Mackay Regional Botanic Gardens Donations attached hereto.
- Historical items/artifacts - see Council Policy 115 – Museum Collections.
- Artworks - see [https://www.artspacemackay.com.au/get_involved/donate_now"\);](https://www.artspacemackay.com.au/get_involved/donate_now)
- Books; or
- Other donation for consideration by MRC.

The associated department Director with that Donation has authority to approve or refuse Donations.

Should the Donation be accepted and acknowledged by MRC, it will be at the discretion of that associated department Director as to how the Donation will be managed, unless it has been donated for a specific purpose.

2.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:

In writing to
Chief Executive Officer
Mackay Regional Council
PO Box 41
MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following Council Client Services Centres:

- MRC Mackay Office – 73 Gordon Street, Mackay
- MRC Sarina Office – 65 Broad Street, Sarina
- MRC Mirani Council Office – 20 Victoria Street, Mirani

3.0 Definitions

To assist in interpretation the following definitions shall apply:

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

Donation shall mean a monetary or non-monetary gift or contribution that is voluntarily given by a member of the public, community group or organisation to MRC without compensation or benefit, for the benefit of the community.

MRC shall mean Mackay Regional Council.

Tied Donation shall mean a donation tied to a specific purpose.

Untied Donation shall mean a donation not tied to a specific purpose.

4.0 Review of Policy

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

- The related documents are amended or replaced.
- 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 three (3) years.

5.0 Reference

- *Income Tax Assessment Act 1997*
- *Human Rights Act 2019*
- MRC Policy 010 - Roadside Memorials
- MRC Policy 041 - Gifts and Benefits
- MRC Policy 080 - Memorial Monument and Plaque Requests
- MRC Policy 115 – Museum Collections
- Corporate Standard 059.1 – Mackay Regional Botanic Gardens Donations
- Corporate Standard 059.2 – Artspace Donations.
- Collection Development Plan

6.0 Attachments

- Corporate Standard 059.1 – Mackay Regional Botanical Gardens Donations
- Corporate Standard 059.2 – Artspace Donations

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	New Policy		Council	04.07.12
2	Review of Policy	Amendments made	Council	16.12.15
3	Review of Policy	Amendments made	Council	25.10.17
4	Review of Policy	Update	Council	9.12.20
5	Review of Policy	Amendments	Council	08.02.23

Attachment 'A'

Program	Parks and Environment
Date of Endorsement	8 February 2023
Review Date	8 February 2026

1.0 Scope

This standard applies to an individual, group/s 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 Objective

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 Donations are made consistent with the core guidelines and values of the Mackay Regional Botanic Gardens.

3.0 Reference

- *Human Rights Act 2019*
- MRC Council Policy 059 – Receipt of Donations
- 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 or contribution that is voluntarily given by a member of the public, community group or organisation to MRC without compensation or benefit, for the benefit of the community.

MRBG shall mean *Mackay Regional Botanic Gardens*.

Staff shall mean all persons employed by Mackay Regional Council on a permanent, temporary, or casual basis, or otherwise engaged by Mackay Regional Council including those under a contract of service or a volunteer program

5.0 Standard Statement

To enable an individual, group/s or organisations to donate plants or funds towards the MRBG and to clearly understand why a Donation may or may not be accepted.

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.

This Corporate Standard must be read in conjunction with its associated Council Policy 059 – Receipt of Donations.

5.1 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.

5.2 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 MRBG Signage. 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.

5.3 Living Collections Policy

The MRBG Living Collections Policy (attached hereto and marked 'A') 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.

6.0 Review of Standard

This corporate standard will be reviewed when any of the following occur:

1. When any related policy documents are amended or replaced.
2. Other circumstances as determined from time to time.

Notwithstanding the above, this Corporate Standard is to be reviewed at intervals of no more than three (3) years.

7.0 Attachments

- Mackay Regional Botanic Gardens Living Collections Policy

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	Conversion from IOG		Manager	21/05/20
2	Conversion into CS		Council	08.02.2023



Mackay Regional Botanic Gardens Living Collections Policy

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Document Control					
Version	Description	Date	Author	Review	
0.1	Living Collection Policy – Draft	19 October 2015	Richard Brown	Horticultural Group	Reference
0.2	Living Collection Policy – Review	9 th December 2015	Richard Brown	Horticultural Group	Reference
1.0	Living Collection Policy - Adoption	1 st January 2016	Richard Brown	Horticultural Group	Reference
2.0	Living Collection Policy - Review	15 th August 2017	Richard Brown	RB & AB	
3.0	Living Collection Policy - Review	19 th March 2018	Richard Brown	RB	
4.0	Living collection Policy – review	8 February 2023	Manager	Parks & Environment	

1. Statement of Purpose

This **Living Collections Policy (LCP)** establishes the criteria for the development and management of the living collections within the Mackay Regional Botanic Gardens (MRBG). This policy provides a consistent, methodical approach for the procurement of future living collection material.

The 2010 Master Plan provides a general overview of the current and proposed collections to be established onsite. Collection-specific **Garden Bed Management plans (GBMP)** are to be developed, as an adjunct to this policy.

2. Function

The need to consider the value of each specimen held within the MRBG is essential. This process is a fundamental aspect of any botanic gardens and of the utmost importance. Different collections will hold different values but should all meet specific criteria in order for them to be included within the site. The MRBG, by definition, needs to hold specific significance to the Central Queensland Coast (CQC) Bioregion and this should be considered at the forefront of any botanic acquisition. The function of this policy is to:

- Provide direction for the development and management of the MRBG's living collections and displays.
- Define the categories that all collections must fit into in order to keep the MRBG aligned to its mission.
- Determine the areas of management responsible for the many aspects of the collections, display, interpretation, integrity and security.
- Define the roles and desired outcomes of all collections so they can be used as a tool in the production of management and strategic plans.

Applied strategic planning will enable the MRBG:

- To identify resources required for development and future management of the MRBG.
- To produce defined living collections management plans and in turn develop horticultural maintenance programs for all collections and displays.

3. Living Collection Categories

The LCP will be guided by seven categories that set down primary themes for the collections. Collections may fall into only one of the categories; others may be in more than one. The multi-layered composition of many existing collections adds to their potential for interpretation and research.

Ultimately, plants that are identified to be housed at the Lagoons site must be suited to the on-site conditions available, such as soil type, sun and shade etc. Provision of special growing conditions may be considered for the inclusion for specific collections that are deemed to be of extreme importance. As this may involve creating unique conditions not found at the Lagoons site the cost

of construction and maintenance of such collections will only be considered with due care and planning.

Repeatedly 'unsuccessful' species (species repeatedly unable to be grown at the Lagoons site due to specific requirements) will only continue to remain part of the MRBG Living Collections if of *such significance* to warrant the extra care and upkeep associated with their procurement and maintenance.

The categories:

1. Geographical

A collection or display of plants based on a defined geographical area.

Some Geographical Themes:

- A representation of endemic plants found in a defined region;
- Plants from key vegetation regions;
- Plants with biogeographical connections;
- Plants of cultural significance to a region.

The MRBG's primary focus is on the Central Queensland Coast (CQC) Bioregion. The future Meadowlands area should have collections solely dedicated to this collection objective. Plants sourced for this collection require documented provenance in order to be added. Self-seeded propagules will be removed to maintain as pure a provenance history as possible.

Other collections based on geographical area may be developed but on a smaller scale and within specified sections within the MRBG. Additions to these collections should follow the same procedures for procurement as all others.

2. Biological and Ecological

Collections and displays of plants which grow together in biological or ecological communities defined by a range of environmental conditions.

Biological and Ecological Themes:

- Representatives of habitats existing within the site e.g. the Lagoons waterways.
- Characteristic plant associations of a particular ecological community (species interaction).
- The association between plants as found in their natural environment (Regional Ecosystems) and the details of these habitats (subtle landform differences).

A focus of those Regional Ecosystems most under threat in the CQC Bioregion for the conservation of threatened species and provenance from these communities is a vital role of the MRBG.

3. Taxonomic and Evolutionary

- A collection of plants which demonstrates principles of plant classification and evolution; or sub collections to compare taxonomic traits in a greater horticultural or thematic collection e.g. Lauraceae, Myrtaceae, Euphorbiaceae etc.

Taxonomic and Evolutionary Themes:

- Plants demonstrating selected principles or features of plant classification or evolution;
 - Plants from a defined taxonomic group and related taxa;
 - A reference collection of particular plant taxa;
 - Collections relating to evolutionary adaptations.
-

4. Ornamental and Landscape

A collection of plants grown for their ornamental and landscape qualities. A focus of the MRBG is to trial and promote species currently growing in the wild and not readily available in cultivation, as well as including cultivars (either hybrid or selected forms) and in some select gardens, latest plant releases to gauge their suitability in Mackay's climate.

Ornamental and Landscape Themes:

- Traditional or modern horticultural themes;
- Hybrids, cultivars and species grown for horticultural interest, trial or display;
- Plants, which are important to the landscape design which do not fit into any other categories.

Cultivars and hybrids will only be considered for use in specific 'display' gardens. Proposed cultivar and hybrid introductions will be investigated and monitored to ascertain whether they pose potential genetic contamination characteristics of species within the living collection. The risk for any non-provident species to become a "weed" should be assessed prior to its accession and continually throughout its time within the MRBG.

5. Ethnobotanic and Cultural

Plants which display historic or social values for past and present generations.

Ethnobotanic Themes:

- Plants that have heritage associations with the Mackay region;
- Plants which are remnants of the original vegetation before the MRBG was developed;
- Plants which are linked to the past and represent ethnobotanic, or heritage use;
- Plants which are important to represent key cultural groups;
- Plants of economic importance.

Modern ethnobotanic themes addressing sustainability and climate change will be addressed in future display and educational gardens.

6. Conservation

Plants which require conservation due to their status in line with state, national or international conservation strategies. Threatened species and remnant vegetation communities are also highlighted. This may also cover the conservation of 'old' cultivars and heritage plant collections.

Conservation Themes:

- Sufficient stock of known-provenance plants, with the maximum biological diversity available, to maintain a viable collection of rare or threatened plants in conjunction with other botanic gardens or institutions;
- Plants which are threatened in Australia or overseas;
- Remnant plant communities and those under threat due to climate change;
- Plantings which convey a conservation message;
- Plants necessary to provide food and shelter for identified wildlife at the MRBG.

BGCI and BGANZ charters focus attention on the increased preservation of threatened species by botanic gardens holding as many of these species as can be grown, from as diverse a genetic stock as is possible. Liaison between QPWS, other relevant organisations, and the MRBG are to be developed and will continue to determine the role that the MRBG perform in assisting with the conservation of threatened flora via ex-situ cultivation. This flora may one day be accessed to reintroduce threatened species of known provenance to a specific area or to assist with the inter-situ migration of species.

7. Research Collection

Specific collections that are assembled for scientific research.

Research Themes:

- Plants related to research projects undertaken by the MRBG or in collaboration with other organisations;
- Evaluation of horticultural practices or products;
- Plants with taxonomic interest to plant scientists, e.g. undescribed taxa held within various collections that over time could be a source of fertile material for herbaria.

Any plants that are to be procured or grown for the purpose of scientific research need to be justified by an appropriate scientific research proposal. This needs to include relevant hypotheses, methodologies and time frames.

The Coordinator and HRG will assess these proposals with the ultimate decision remaining with the Coordinator as to whether it is a suitable project to be undertaken at the MRBG.

4. Management and Development of Collections and Displays

The MRBG Master Plan 2010 outlines the key botanic collections proposed for various different areas within the site. The development of the gardens will mirror this plan as closely as possible although it is expected that there will be some minor deviations based on site constraints or management direction.

The process of individual collection planning, procurement, installation, accession and de-accession resides with the MRBG Coordinator, staff and Horticultural Reference Group.

Horticultural Reference Group (HRG): was reformed in 2008 from the remaining members of the original working group. It was developed to assist with flora selection for Stages 1 and 2 of

the MRBG. The group plays an active part in the ongoing development, procurement and management of the collection through consultation with MRBG staff and key stakeholders. Please refer to appendix 1. for current members.

General Horticultural Guidelines and **Specific Individual Collection Management Plans** are to be developed in order to more specifically guide the horticultural maintenance of the collections as well as accession or de-accession of specimens.

Identified plants in the living collection that may cross-pollinate (genetically contaminate) naturally occurring plants to form hybrids, or different forms are to be monitored and may be deemed inappropriate to the living collection. The source of this type of contamination can be cultivars as well as native species.

Monitoring of the adjacent blocks shall be carried out on an annual basis. Where weeds or genetically modified plants originating from the living collection are found, action must be taken to remove the source as well as the progeny.

5. Accession

When a plant has been identified as a suitable specimen to be included within the living collection of the MRBG it is essential that it is properly sourced and recorded to ensure the integrity of the collection and associated reference material.

Any new addition must be signed off by both the Team Leader and Coordinator as a suitable candidate along with a specific location identified for it to be placed within the gardens.

New acquisitions will be of known wild provenance where possible and of known identity or of known authentic cultivars.

The following guidelines *must* be followed:

- Plants and propagating material of wild collected Australian taxa to be with:
 - Date of collection
 - Full provenance details
 - Reliable and specific identifying an actual collection site
 - GPS coordinates with a nominated degree of accuracy (i.e. within 200m/500m etc.)
 - All relevant data required to complete the *Botanical Specimens for Identification* sheet for BRI;
 - Duplicate herbarium vouchers are required for any rare, threatened or unconfirmed botanic specimens - one to be lodged with Queensland Herbarium (BRI) and the duplicate for the MRBG reference herbarium. Back vouchering is acceptable and should be processed as soon as possible.
- Plants obtained as seed from other botanic organisations or accredited collectors should, where possible, be without danger of hybridisation and should be free of contamination from other species, particularly recognised or potential pest plants. It should also be accompanied by duplicate herbarium vouchers with all relevant data;
- Any cultivars, hybrids or selected forms can be linked to their origin and reflect the development of plant breeding or selection;
- Cultivars or hybrids of demonstrated authenticity (verified at source).

Plants will only be acquired from the following sources:

- Direct collection of propagating material. This collection process must follow the:
 - International Plant Exchange Network Code of Conduct for botanic gardens governing the acquisition, maintenance and supply of living plant material (see *Appendix 1*)
 and;
 - Queensland Department of Environment and Heritage Protection Code of Practice For the harvest and use of protected plants (see *appendix 2*)
- Requests and exchange from other botanic organisations and accredited collectors;
- Purchase from reputable nurseries or collectors able to provide necessary information;
- Donations from reputable sources (and in line with the MRBG Donation policy);
- Collections from 'historic' gardens and nurseries in certain specific cases.
 - With a generalised place of origin to at least a 50km radius

The following will only be acquired in special circumstances and with full permission of relevant authorities, in order to display key themes and education:

- Permitted via permit agricultural taxa (*Musa* sp., *Saccharum officinarum* etc.)

Instigation and planning of field collections must be endorsed through the Coordinator. This will ensure allocations are applied evenly across all collections and that priorities are set and achieved.

The following will not be acquired:

- Plants that contravene the CITES agreement (Convention on International Trade in Endangered Species of Wild Fauna and Flora);
- Prohibited imports;
- Plants that could cause genetic contamination of species or introgression problems;
- Known or suspected agricultural and water weeds;
- Declared pest plants (Queensland's *Land Protection (Pest and Stock Route Management) Act 2002*;
- Plants that whilst not declared, are of potential or future environmental concern.

6. Recording

All plant specimens are to be recorded in the MRBG Living Collection database which is the central repository for information on species located at the MRBG.

The primary responsibility for the Living Collection database lies with the Coordinator and MRBG staff. Any plant specimen being accession or de-accessioned from the collection must be updated in the Living Collection Database within 28days.

Back vouchering is acceptable although not preferred. In order for that to happen the following information is the minimum amount of data required to be captured in order for the plant to be accessioned and enter the collection:

- Date of collection
- Full provenance details
 - Reliable and specific identifying an actual collection site

Voucher specimens of all species in the living collection with provenance history are to be lodged with BRI. Duplicates are to become part of the MRBG Herbarium. Reference specimens are to be added to the MRBG Herbarium for species without provenance history but are not to be lodged with BRI unless identification is in question or the species is displaying weed potential. Specimen data is also to be added to the database, particularly ID's from BRI.

The botanical nomenclature used at the MRBG follows that which is accepted by the Queensland Herbarium. Changes are recorded within the system and used as soon as practical.

Labels

Plant labels are placed adjacent to each plant in order to pass information on to MRBG visitors. The minimum information requirement for each label is as follows:

- Scientific name,
- Family
- Common name/s
- Origin (CQCB Native, Native or Exotic)
- Cultivar or Native Cultivar (if applicable)

Labels are designed to display accepted botanic nomenclature and accepted common names for identification and education. Locally accepted common names are to be given priority.

***Mackinlaya
macrosciadea***

Mackinlaya

Apiaceae

NATIVE CQCB

Example of plant label without garden bed or
accession number (not to size)

7. Deaccession

Deaccessioning occurs when specimens have been identified as:

- Having died or in a state of health that will lead to its death
- Has become unsafe and/or a danger to humans, infrastructure or other specimens with no practical way of repair
- Contracted a pest/disease that will ultimately result in the death of the specimen or spread to another specimen within the MRBG
- Having questionable authenticity/identification;
- A declared/listed weed species no longer suitable for display;
- No longer relevant to the MRBG Living Collection Plan guidelines.
- Tired, unattractive or past the point of appeal.
- Suitable for replacement with a more appropriate botanic specimen

Deaccessioning must be decided jointly by the Coordinator and Team Leader. All records should be updated including the reason for removal within 28 days of the deaccession.

Deaccession material should be, where possible, recycled via composting or other natural process. In certain instances deaccessioned material can be donated to other botanic gardens or interested parties.

8. Living Collection Management Plans

Living Collection Management Plans will record the management intent for each collection and display. The details within these plans will include:

- The objectives of the collection
- Documentation of maintenance;
 - Standards
 - Procedures
 - Responsibilities
 - Schedules - daily, weekly, monthly and annual
- Approved species lists, numbers and locations for accession/deaccession
- Restoration Standards

As the norm, best practice horticultural and industry standards shall be used to maintain the MRBG Living Collection. This includes precautionary action to prevent weeds, pests, pathogens, and diseases entering or spreading in the site. This applies to importing plants, soils, potting mixes, mulches, and other materials, and when carrying out horticultural work within the site or when visiting collection sites. All imports should be held in a state of quarantine with no exceptions for a minimum period of two weeks to assess for potential problems. Full details of the quarantine procedure can be found in Appendix 1

A new collection should not be commenced or established unless resources are available and planned to undertake maintenance of or record accurately the new collection. This shall be jointly decided by the Coordinator and Team Leader.

9. Access

A botanic garden holds of wealth of knowledge, data and plant material. There will be opportunities to share this knowledge, data and propagules from the living collection and research. To allow for fair and transparent relationships, all relations must be stated via written guidelines e.g. a letter of permission signed by the Coordinator, or via ongoing relationships to be established via MoU with various groups/individuals signed by both the Coordinator and the group representative.

Information and data should be readily and freely available to other botanic gardens and government on request. Information and data requests from specialist interest as well as private and business interests are at the discretion of the Coordinator and should be documented.

Propagules from the living collection should be readily and freely available to other botanic gardens and government on request. Propagules from private and business interests must be via a letter of permission signed by the Coordinator or a MoU signed by both the Coordinator and the group representative.

10. Review

The need to review the LCP at regular intervals is essential. The Coordinator will carry out an annual review in the initial years of the development policy and then every 5 years from 2023. The timetable for review is detailed below:

Year	Action
2016	Adoption
2017	Annual review

2018	Annual review
2019	Annual review
2023	5 year review

11. Appendix

Appendix 1. Horticultural Reference Group (HRG)

Current members of the HRG as at June 2022:-

MRC Staff

- Curator Botanic Areas, Lisa Kermode
- Team Leader Botanic Areas, Carolyn Wilks
- Visitor Experience Officer, Simone Mellor

Non Staff Members

- Irene Champion
- Grant Patterson
- Meryl Ritchie

Attachment 'B'

Program	Community Lifestyle
Date of Endorsement	8 February 2023
Review Date	8 February 2026

1.0 Scope

This Standard applies to individual, groups or organisation wishing to donate to Artspace Mackay (Artspace) or make a financial donation or bequeath funds.

2.0 Objective

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 Donations are made consistent with the core guidelines and values of Artspace.

3.0 Reference

- *Human Rights Act 2019*
- MRC Policy 059 – Receipt of Donations
- MRC Policy 071 – Art Collection
- MRC Policy 088 – Artspace Mackay – Deductable Gift Recipient (DGR) Fund
- MRC Art Collection Development Plan

4.0 Definitions

To assist in interpretation the following definitions shall apply:

Donation shall mean a monetary or non-monetary gift or contribution that is voluntarily given by a member of the public, community group or organisation to MRC without compensation or benefit, for the benefit of the community.

Employees shall mean all persons directed employed by Artspace Mackay on a permanent, temporary or casual basis.

MRC shall mean Mackay Regional Council.

5.0 Standard Statement

This Corporate Standard must be read in conjunction with its associated Council Policy 059 – Receipt of Donations.

5.1 Monetary Donation

Artspace seeks support through Donations, individual and corporate partnerships, grants and bequests with a view to raise funds for investment into the Mackay

community. This valuable support funds ongoing educational community art programs, workshops, exhibitions and cultural events, as well as the acquisition of artworks for Mackay Regional Council's Art Collection which is stored and cared for at Artspace.

5.2 Donate Art

Artspace welcomes offers of artwork for the collection. Please contact Artspace Gallery Director to discuss your wishes in this regard as all artwork donations must comply with Mackay Regional Council's (MRC) current Art Collection Policy. If the Donation meets policy requirements and identified collection priority areas, gallery Employees may also assist in arranging a valuation of the work and assembling your submission to claim a tax deduction through the Australian government's Cultural Gifts program.

5.3 Make a Bequest

Making a bequest is a very special way to make a lasting contribution to art and culture in your community. If you are planning to make a bequest to the gallery, we invite you to discuss your intentions with us. Artspace Gallery Director and Employees can meet with you confidentially and work with you and your solicitor to enable your contribution through your estate. If you are considering the option of bequeathing Artspace a gift of artwork, please discuss this directly with the Gallery Director, as all art acquisitions must satisfy MRC's current Art Collection Policy.

6.0 Review of Standard

This corporate standard will be reviewed when any of the following occur:

1. When any related policy documents are amended or replaced.
2. Other circumstances as determined from time to time.

Notwithstanding the above, this Corporate Standard is to be reviewed at intervals of no more than three (3) years.

Version Control:

Version	Reason / Trigger	Change	Endorsed / Reviewed	Date
1	Conversion to CS		Council	08.02.23