

**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

## GENERAL INFORMATION

Wollongong Botanic Garden offers a range of dedication options. Below are the details of each and their corresponding procedures.

### Family Paver Dedications

A standardised clay or concrete paver (depending on location chosen in the Rainforest Garden Collection) is engraved with your family name and the year of dedication.

Family Pavers are placed within the Wollongong Botanic Garden Rainforest Pathway. Not currently available due to Wollongong Botanic Garden under master planning.

The dedication is guaranteed for a period of 10 years. In this timeframe the paver will be replaced if it is damaged in any way. After the 10 year period, the paver will remain in place as long as it is safe for public access purposes.

### Tree Dedications

An advanced tree generally two to four metres in height (dependent on species) will be planted in the Botanic Garden with a small plaque, engraved with recipient's full name and year of dedication, placed on a stone plinth at the base of the tree.

Tree sites and species selection are chosen at the discretion of the Botanic Garden Curator.

The tree dedication is guaranteed for a period of 25 years. Within this period of time the tree will be replaced if it is damaged or dies. After this period of time the dedication will remain in place for the life of the tree. Please note that most trees selected for placement in the Botanic Garden have a reasonable expected life span of 80 years. Not currently available due to Wollongong Botanic Garden under master planning.

### Park Bench Dedications

A timber Westminster-style park bench will be installed onto a granite footing in the Botanic Garden with a small plaque engraved with recipient's full name and year of dedication affixed to the seat.

Bench locations are chosen at the discretion of the Botanic Garden Curator.

The bench dedication is guaranteed for a period of 10 years, the normal typical life of these benches. If the bench is damaged it will be replaced within this timeframe, and after a 10 year period the dedication will remain for the life of the bench. Westminster Benches are re-oiled every two years.

### Picnic Table Dedications

A timber picnic table will be installed in the Botanic Garden with a small plaque engraved with recipient's full name and year of dedication affixed to the table.

The picnic tables are a hardwood setting which are free standing on grassed areas within the garden.

The picnic tables are guaranteed for a period of 10 years, the typical service life of these table settings. If the table is damaged it will be replaced within this period of time, and after this 10 year period the dedication will remain in place for the life of the table.

### Signage Dedications

The Botanic Garden has a large quantity of interpretive signs that are used to explain plant collections within specific areas of the Botanic Garden. Interpretive signs are generally A1 in size and are constructed from aluminium backing panel and two steel posts. Community groups and businesses can dedicate an interpretive sign and will be recognised with logo/name placement on the sign. An area of 100mm x 300mm is assigned on each sign for the purpose of recognising the dedication.

All signage content and locations are placed at the discretion of the Botanic Garden Curator.

Signage dedications are recognised for a period of five years.

Not currently available due to Wollongong Botanic Garden under master planning.

# WOLLONGONG BOTANIC GARDEN PUBLIC DEDICATIONS

FORM

## Gifts of Property to the Wollongong Botanic Garden

The Botanic Garden can be gifted appropriate items that are consistent with the ongoing management of the Botanic Garden and this process is managed via a Deed of Gift.

### WOLLONGONG BOTANIC GARDEN DEDICATION CATEGORIES AND INDICATIVE COSTS AS AT 2016

DEDICATION	DESCRIPTION	RECOGNITION PERIOD	AVAILABILITY	PRICE
Family Paver Dedication	The paver used is a standardised clay or concrete paver (depending on location chosen in the Rainforest) and the dedication is guaranteed for a period of 10 years.	10 Years Within this specified timeframe, paver will be replaced if it is damaged in any way during this period. After the 10 year period, the paver will remain in place as long as it is safe for public access purposes.	All year round As soon as possible given other operational works	Not Applicable
Tree Dedication	An advanced tree generally two to four metres in height (dependent on species) will be planted in the Botanic Garden and a small plaque recognising this dedication will be placed on a stone plinth at the base of the tree.	25 years Within this period of time the tree will be replaced if it is damaged or dies. After this period of time the dedication will remain in place for the life of the tree. Note that most trees selected for placement in the Botanic Garden have a reasonable life span of 80 years.	Generally during: April/May Sept/Oct Other times may be available upon request As soon as possible given other operational works	Not Applicable
Bench Dedication	A timber Westminster style park bench will be installed in the Botanic Garden with a small plaque affixed to the seat to recognise this dedication. The Westminster benches are used throughout the Botanic Garden and are installed onto a granite footing. Westminster Benches are re-oiled every two years.	10 years Within the timeframe specified, the bench will be replaced if damaged during this period, and after a 10 year period the dedication will be recognised for the remaining safe service life of the bench.	All year round As soon as possible given other operational works	\$2,205.00
Picnic Table Dedication	A timber picnic table will be placed in the Botanic Garden with a small plaque affixed to recognise this dedication. The Picnic tables are a hardwood setting which are free standing on grassed areas within the garden. Generally these settings are not stained and do change from an orange coloured timber to grey as they age.	10 years Within this timeframe specified, if the table is damaged it will be replaced during this period, and after a 10 year period the dedication will be recognised for the remaining safe service life of the bench.	All year round As soon as possible given other operational works	\$2,205.00
Signage Dedication	Aluminium panel signs A1 in size (594mm x 841mm) are used to highlight Botanic Garden. Collections at various locations within the Botanic Garden and Natural Area Annexes. A panel 100mm x 300mm is	5 Years Within timeframe specified, if the sign fades or is damaged it will be replaced with full dedication recognition	As signage is required in the garden	Not Applicable

WOLLONGONG BOTANIC GARDEN  
DEDICATION CATEGORIES AND INDICATIVE COSTS AS AT 2016

DEDICATION	DESCRIPTION	RECOGNITION PERIOD	AVAILABILITY	PRICE
	made available on these signs to recognise dedications.			

WOLLONGONG BOTANIC GARDEN DEDICATION PLAQUES

**Bench and Picnic Table Dedications Template**

90mm wide x 50mm high stainless steel plaque with engraved lettering

<p>This bench is dedicated to</p> <p>(Full Name)</p> <p>(Year of dedication)</p>
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**Tree Dedications Template**

90mm wide x 50mm high stainless steel plaque with engraved lettering

<p>This (<i>Botanic Name</i>) (Common Name) is dedicated to</p> <p>(Full Name)</p> <p>(Year of dedication)</p>
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**Family Paver Dedication Template**

Pavers are approximately 230mm wide x 185mm with lettering airbrushed into the surface of the paver (engraved)

<p>(Name) Family</p> <p>(Year of dedication)</p>
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**Dedication Plaques**

The tree, park bench and picnic table dedications are all recognised with a standardised plaque. Council does not permit variations to the template in any way.

Dedication plaques are constructed from stainless steel with an engraved text.

### **Dedication Ceremonies**

Wollongong Botanic Garden does not facilitate dedication ceremonies, however can assist with guidance for people wishing to organise a ceremony in conjunction with the dedication.

### **Dedication Purpose**

Wollongong Botanic Garden recognises the often personal reasons that people choose to make a public dedication, however Wollongong Botanic Garden only accepts dedications and plaque wordings as listed within this policy.

The most common public dedications are made to remember loved ones. Please note that under no circumstances does Wollongong Botanic Garden allow the spreading of ashes, or placement of personal items at the dedication site.

## WOLLONGONG BOTANIC GARDEN DEED OF GIFT

Please complete the application below –

NB: Please ensure that you have read the Wollongong Botanic Garden Statement of Procedures, Dedication Categories and Costs

Mr / Ms / Miss / Mrs	First Name	Surname
Home Number	Mobile	
Email Address		
Home Address		
Dedication Name/s		

## WOLLONGONG BOTANIC GARDEN DEED OF GIFT

### DEED OF GIFT OF PROPERTY

THIS DEED OF GIFT is made on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

BETWEEN:

*[insert donor name]* of  
*[insert donor address]* (the Donor)

AND:

#### **Wollongong City Council**

of 41 Burelli Street, Wollongong in the State of New South Wales (the Council)

#### **Background**

- A The Donor is the owner of the property (the Property) as identified in Schedule 1.
- B Council is a local government authority under the Local Government Act 1993 that funds and administers the Wollongong Botanic Garden.
- C The Donor intends to make an immediate gift of the Property to Council for and on behalf of the Wollongong Botanic Garden.

#### **It is hereby agreed as follows:**

- 1 The Donor unconditionally assigns transfers and gives to Council to hold absolutely the Donor's title and interest, including all intellectual property rights, in the Property mentioned in Schedule 1.
- 2 In assigning this gift to Council, the Donor understands and acknowledges that this is not a contractual undertaking with Council. However, the Donor requests that Council treat the Property in the circumstances (if any) mentioned in Schedule 2 and Council acknowledges to respect the request referred to in clause 2.

# WOLLONGONG BOTANIC GARDEN PUBLIC DEDICATIONS

FORM

## EXECUTED AS A DEED

SIGNED for and on behalf of the Donor )  
 )  
 )

\_\_\_\_\_  
*Print name of Donor*

\_\_\_\_\_  
*Signature of Donor*

In the presence of:

\_\_\_\_\_  
*Print name of witness*

\_\_\_\_\_  
*Signature of witness*

On the        day of        20

On the        day of        20

SIGNED for and on behalf of Council in accordance  
with authorities delegated under the Local  
Government Act 1993, and not withdrawn

In the presence of:

\_\_\_\_\_  
*Print name of Authorised Signatory*

\_\_\_\_\_  
*Print name of witness*

\_\_\_\_\_  
*Signature of Authorised Signatory*

\_\_\_\_\_  
*Signature of witness*

On the        day of        20

On the        day of        20

**SCHEDULE 1**

*[List of property to be included in the gift]*