

	COUNCIL POLICY	
	Recognition of Achievement – ‘Centenary Trees’	
	Policy Number	CP078
	Directorate	Development & Community
	Owner	Open Space & Environment
	Last Approved	20 October 2021
	Review Due	20 October 2024

1. PURPOSE

The purpose of this policy is to officially recognise and honour the contribution of residents within the Fraser Coast Region turning 100 years of age who have often given a great deal to this community over a long period of time, through the planting of a Centenary Tree.

2. SCOPE

This policy will provide official recognition to residents who accomplish reaching their 100th birthday by conducting a ceremony to plant a Centenary Tree in specific Council park locations.

3. HEAD OF POWER

Section 9 of the *Local Government Act 2009* provides Council with the power to do “anything that is necessary or convenient for the good rule and local government of its local government area”.

4. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

“**Centenary Tree**” means a tree planted by Council with a supporting plaque to officially recognise and honour residents who have reached their 100th birthday. The tree will be recorded in the Centenary Tree Register.

5. POLICY STATEMENT

5.1. Awarding of a Centenary Tree

Awarding of a Centenary Tree is based on the notion of recognising significant achievements within the community.

This is done on the basis of the following principles:

- A Centenary Tree will be provided for all residents of the Local Government Area who apply to celebrate the significant achievement of reaching their 100th birthday.
- On occasion individuals who no longer reside on the Fraser Coast but who may have been born within the Fraser Coast Regional Council area or lived the majority of their

lives within the Fraser Coast community will celebrate their 100th birthday and they or their family will wish for them to be recognised within Fraser Coast. Applications reflecting this can still be submitted using the specified application process. Such applications will be assessed and if appropriate approved by the Chief Executive Officer (CEO) or designated delegate.

- Not every Centenarian will want a tree to be planted so the award of a Centenary Tree will only be on application.
- Recognition is in the form of tree with a plinth and plaque identifying the birthday and recipient to be planted in a Council park location.
- The award has no legal status.
- There will be no fees for the Centenary Tree or ceremony to plant the Centenary Tree.

5.2. Application process

The process for applying to receive a Centenary Tree is as follows:

- Fraser Coast residents who are reaching the milestone of a 100th birthday will be advised by Council that they are eligible for the planting of a Centenary Tree.
- Application is to be made to Council prior to the awarding of a Centenary Tree.
- Applications may be made on the appropriate form or via a request letter received at Council via electronic email or post.
- Anyone may apply for a Centenary Tree to be planted. The application may be on behalf of another party or themselves.
- Proposed Centenary Tree recipients MUST be reaching the significant achievement of celebrating their 100th birthday
- Proposed Centenary Tree recipients who did not apply for their 100th birthday may apply for a Centenary Tree on each subsequent anniversary (i.e. 101st birthday, 105th birthday, etc).
- Each Centenary applicant is only eligible for one tree.
- Applications can only be accepted for the specified Council park locations.
- Applications will be assessed by the Executive Manager Open Space and Environment or designated delegate.

Centenary Trees are available to all Centenarians who are able to provide documented evidence of achieving their 100th (or subsequent) birthday whilst residing within the Fraser Coast Local Government Area (or as approved under the exemption stated above by delegation of the CEO).

Applicants will need to provide evidence of their residential address plus one of the following:

- A copy of the Centenarians birth certificate.

- A copy of the Centenarians drivers licence even if expired, as long as the date of birth is clearly visible.
- A copy of the Centenarians passport, even if expired, as long as the date of birth is clearly visible. Passports do not need to be Australian but do need to be internationally recognised as a passport.
- If the Centenarian does not have one of the above available a statutory declaration stating the date of birth can be provided. Statutory declaration forms are available at any post office or online.

A digital photograph of documentation is acceptable, providing the information is clearly readable.

It is recommended that applications for the planting of a Centenary Tree be made two (2) to six (6) months prior to the date of celebration in order to allow enough time to organise the planting and ceremony.

- Applications received with less than two months' notice will still be processed, however they may not be able to be arranged by the date of the birthday.
- Processing times for approval may vary with each request depending on prevailing matters at Council but will be expedited to be as quick as possible.

5.3. Planting Locations

The Centenary Tree's will be planted in the following locations:

- Hervey Bay Botanic Gardens, Urangan, or
- Elizabeth Park Rose Gardens, Maryborough, or
- Tiaro Memorial Park, Tiaro.

The location of the plantings for Centenary Tree may change from time to time dependent on available space and environmental conditions within each park.

5.4. Planting Species

Centenary Tree's will be chosen from a Council approved species list and will be provided by Council at no cost.

Current tree species are Queensland firewheel trees (*Stenocarpus sinuatus*) which are planted in a border around Elizabeth Park Rose Garden, Maryborough and will also be planted at Tiaro Memorial Park, Tiaro. Smooth Leaved Quandong (*Elaeocarpus eumundii*) are planted at the Hervey Bay Botanic Gardens, Urangan.

5.5. Roles and Responsibilities

The roles and responsibilities associated with the delivery of the Centenary Tree Policy are:

- The assessment of applications relating to the receiving of a Centenary Tree rests with the Executive Manager Open Space and Environment.
- The responsibility to notify the Centenary Tree recipient immediately following approval that a tree will be planted rests with the Office of Mayor and CEO. A letter of congratulations will be sent to successful applicants from the Mayor’s Office.
- The responsibility for organising an appropriate ceremony for the planting of the ‘Centenary Tree’ rests with the Executive Manager Open Space and Environment who will coordinate the event with the Mayor’s Office.
- The responsibility for organising the planting of the Centenary Tree rests with the Executive Manager Open Space and Environment, who will also coordinate the compiling and registration of a record of all Centenary Tree recipients.

6. ASSOCIATED DOCUMENTS

- Centenary Tree Application
- Centenary Tree Register

7. REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy	Approved	20/10/2021	4231979
2				