

MEMORIALS POLICY

1. INTRODUCTION

- 1.1 Given that members of the Campus community will pass away, sometimes in tragic circumstances, it is appropriate to establish a Memorials Policy to cater for the provision of remembrances in a manner which is acceptable to the Campus and those wishing to establish a memorial. For the purposes of this policy a member means an enrolled student or a current member of staff at time of death. The Campus may, in special circumstances, establish a memorial to a person who, at time of death, is not a member of staff or an enrolled student. Regardless of circumstances, the death of a member understandably engenders emotion, sympathy and a wish by colleagues to establish a physical memorial to the deceased. It is against this background that the Campus provides a policy as detailed below on the establishment of memorials so that staff and students will know the extent to which they might make suggestions for remembering a deceased member.

2. OPTIONS FOR MEMORIALS

2.1 Plaques Located on Established Trees or Newly Planted Trees on Campus

- 2.1.1 The cost of purchase of plaques and new trees is to be met by the proposer.
- 2.1.2 The Campus will determine the specifications and common wording for plaques as follows:
- Specifications: plaques shall be in a permanent material, with permanent lettering and dimensions not greater than 150mm x 120mm, and
 - Wording: proposer's suggestions for wording changes where such eg (nickname) will reflect some special reference to the deceased.
- 2.1.3 Trees should be Australian Natives or of a type approved by Campus Executive.

2.2 Donations/Other Options

Subject to the proposers of a memorial providing the funds, the Campus will consider memorials in the form of donations for:

- works of art (for internal and/or external placement);
- books;
- scholarships;
- structures, eg. seats for placement in passive recreation areas;
- other, as approved by Campus Executive.

2.3 Area dedicated by Board of Governors

The Board of Governors may dedicate a specific area/facility in honour of a member, in recognition of their contribution to the Campus and/or community. In establishing such areas a plaque, detailing the deceased person's contributions/achievements, will normally be erected.

3. PROCEDURES

- 3.1 Applications for the placement of a memorial or the dedication of a particular area/facility should be in writing to the Campus Executive.
- 3.2 The Campus Executive will:
 - 3.2.1 Consider applications in respect to options 2.1 and 2.2 and decide on the manner in which the Campus will proceed and the conditions to apply.
 - 3.2.2 In respect to option 2.3, refer the request, with recommended action, to the Board of Governors.