Coffs Harbour Education Campus

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:

a. **Specifications:** plaques shall be in a permanent material, with permanent lettering and dimensions not greater than 150mm x 120mm, and

b. **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.