

Memorial Policy

Version	0.9
TRIM file number	
Short description	This Policy provides advice to on the process of establishing a memorial and the types of memorials that may be considered.
Relevant to	All staff, students and visitors.
Authority	This Policy has been approved by the Vice-Chancellor in accordance with the Policy on Delegations and Authorisations - Delegation Schedule 1, GOV8.
Responsible officer	Vice-Chancellor
Responsible office	Office of the Vice-Chancellor
Date introduced	January 2014
Date(s) modified	
Next scheduled review date	January 2016
Related University documents	Official Naming Policy Donations Policy Art Collection Policy Official Portraiture Policy Memorial Procedure
Related legislation	
Key words	Policy, memorial, donation, memorial service, plaque

1. PURPOSE

The University recognises that colleagues or families may wish to commemorate a former staff member or student or a member of the public with a strong association with the University by establishing a memorial.

This Policy will provide advice to staff and students on the process of establishing a memorial and the types of memorials that may be considered.

It will also establish a framework for a co-ordinated approach to manage the design and placement of memorial plaques or trees, along with entry of plaque into the University's Official Naming Register and maintenance registers.

2. SCOPE

This Policy is only applicable to Australian campuses of Charles Sturt University.

3. DEFINITIONS

Memorial means a service, structure, location, tree or plaque that commemorates a person, group or an event.

Donation means a contribution that voluntarily transferred by one person to another without compensation or benefit flowing from the giver to the receiver. A donation is a transfer that is motivated by detached or disinterested generosity or out of affection, respect, admiration, charity, or similar impulses. Generally, donations are irrevocable, and, beyond a possible designation of use, the donor does not impose contractual requirements or subsequent reports as a condition of the donation (*as defined in the University's Donation Policy - see 4.1.1*)

University Premises includes any land which is owned, controlled, managed or occupied by Charles Sturt University together with any building, construction or facility of any kind (whether permanent or temporary) on that land and also includes any other building, construction or facility which is under the control, management or occupation by Charles Sturt University.

4. TYPES OF MEMORIALS

There are a variety of different ways in which a person may be memorialised by the University.

4.1 Donations for Scholarship, Capital Fund, Chair and Other Commemorative Donations

4.1.1 The University [Donations Policy](#) sets out the University's policy on the acceptance of donations and naming of buildings, scholarships and Professorial Chairs via endowment in memory of a person. Persons interested in establishing a memorial through a named scholarship, building fund or Professorial Chair should contact the Charles Sturt University Advancement Unit in the first instance to discuss the requirements for naming.

4.1.2 The University's [Art Collection Policy](#) sets out the University's policy on accession of art, literary and other works that may allow the naming of a donated collection of superior art works in memory of a

person or for the donor. Persons interested in establishing a memorial through the donation of art, literary or cultural works should contact the University Art Curator in the first instance to discuss what works may be accepted by the University under the Policy and the requirements for naming.

- 4.1.3 The University's [Official Portraiture Policy](#) allows the University Council to approve the commissioning of an official portrait. This may include the commission of an official University portrait in memory of a person where funds are donated for this purpose to the University. Persons interested in establishing a memorial through the donation of funds for the commissioning of an official portrait should contact the University Secretary in the first instance to discuss the requirements.
- 4.1.4 The University's [Official Naming Policy](#) sets out the requirements for philanthropic and other naming of buildings, facilities and other structures in memory of a person. Persons interested in establishing a memorial through the donation of funds for a building, facility or structure should contact the University Secretary in the first instance to discuss the requirements.

4.2 Memorial Services

- 4.2.1 Memorial services, to commemorate the life of a student, graduate, long-standing member of staff, members of the Council or other persons closely connected to the University who has died may be held on the University Premises with the approval of the relevant Head of Campus. Such services may be conducted by a University Chaplain or other religious or community leader.
- 4.2.2 The cost of conducting the service (including hire of facilities and staff) will be borne by the person requesting the service.
- 4.2.3 Requests for memorial services should be submitted to the relevant office of the Head of Campus.
- 4.2.4 No human remains (including ashes) are allowed on University Premises as part of a memorial service or related event. The burying or scattering of ashes is also not allowed.
- 4.2.5 The University may in its absolute discretion decline a request to approve the conduct of a memorial service where the service would be disruptive to the normal academic and other operations of the University, or in the view of the University the conduct of the Service is not appropriate or convenient.

4.3 Other Memorials

- 4.3.1 A person may be memorialised under this Policy through a donation for the installation of a plaque, plant or similar item.
- 4.3.2 The naming of physical property such as buildings, lecture theatres, road, walkway, gardens or similar property may only be approved in accordance with the University's *Official Naming Policy* as described above.

- 4.3.3 The University reserves the right to determine in its absolute discretion the conditions upon which it will establish and maintain a memorial and may require the donor to enter into an appropriate form of acknowledgement or agreement.
- 4.3.4 At each campus a physical memorial area/s shall be established and maintained by the Division of Facilities Management. This may be in the form of a wall, garden or decorative structure ie. seat, park bench.

4.4 Memorial Plaque

- 4.4.1 All considerations for a plaque and its location will be consistent with the University's Masterplan or strategic development framework at each University Premises.
- 4.4.2 The design, format and placement of plaques will be managed by the Division of Facilities Management. Plaques will not include photographs.
- 4.4.3 Only one plaque per individual will be permitted and the cost of the plaque will be borne by the requester.
- 4.4.4 All requests for placement of a plaque in the memorial area/s should be submitted to the relevant Head of Campus using the Memorial Application Form. For further information, please refer to the Memorial Procedure.

4.5 Maintenance of Memorials

- 4.5.1 The Division of Facilities Management will carry out due diligence and do their best to maintain physical memorials within an allocated memorial area however take no responsibility over damage caused by vandalism.
- 4.5.2 Flowers and other formal tributes that may be left within the memorial area will be removed after a respectful period, typically 72 hours. Tributes will be disposed of without contact to the visiting parties. Non-floral tributes such as gadgets, drink cans, bottles and drinking mugs and glasses will be removed daily to minimise the safety impact to other students, staff and visitors, and to ensure no interference with surrounding maintenance.
- 4.5.3 Family and friends may wish to visit and maintain the memorial area, however, the extent and type of maintenance and, importantly, the materials used must be in keeping with University grounds management processes and therefore Division of Facilities Management must be contacted for a list of approved materials.
- 4.5.4 The Division of Facilities Management will also do their best to maintain physical memorials installed before this policy that are not in designated memorial areas but due to future development requirements, damage to the area, or are no longer suitable for that site the University cannot ensure their safety or perpetuity.

5. MEMORIAL REGISTER

- 5.1 The Division of Facilities Management shall maintain a memorial register for all new memorials installed in accordance with this Policy, along with any other previously identified memorials.

6. OTHER MEMORIALS

- 6.1 Requests for memorials other than those described above should be directed to the [Office of the Vice-Chancellor](#) who will consider each request on a case by case basis.

Table of amendments

Version number	Date	Short description of amendment
0.1	14 May 2013	First Draft. Content aligned with Policy on Delegations and Authorisations and Brand Governance Policy
0.2	4 June 2013	More comments and suggestions as per meeting with ED Division of Facilities Management and Director Corporate Affairs
0.3	6 June 2013	Amendments made by ED Division of Facilities Management and Policy Development Officer Division of Facilities Management
0.4	26 June 2013	Incorporated amendments from Director, Corporate Affairs
0.5	8 July 2013	Incorporated feedback from consultation round sent to Executive Deans, Executive Directors, Heads of School, Legal and Marketing
0.6	12 August 2013	Added 4.3.2 regarding maintenance, along with a few minor amendments.
0.7	23 September 2013	Further amendments made, predominantly to 4.2 by Director, Corporate Affairs.
0.8	8 October 2013	Changes from Director, Corporate Affairs accepted. This is the final document.
0.9	14 January 2014	Accepted formatting changes from Office of Corporate Affairs