

POLICY ON MEMORIALS

Section	Campus Facilities
Contact	Office of AVC OI & University Registrar
Last Review	November 2014
Next Review	November 2017
Approval	SLT 14/11/294
Effective date	November 2014

Purpose:

This policy has been developed to ensure that standard procedures are followed by all requesting individuals or organisations of memorials, consistently across all campuses.

This policy may also be referred to for guidance on other memorials and monuments that may be placed on campus to recognise events of significance to the campus community.

Policy:

The University receives many requests for memorials to individuals or groups associated with Massey University including memorial trees, street furniture and plaques attached to rocks and other objects. In addition, there are requests to scatter ashes on campus.

- It is not policy for ashes to be scattered or interned on campus. It is also not policy for any human or non-human remains or afterbirths to be buried on campus.
If considered appropriate, for the campus, the campus will establish one or more memorial places where plaques could be placed and where people could safely spend time in quiet reflection.
- People wanting to establish a memorial will be encouraged to utilize these spaces in the first instance.
- Whilst respecting the wishes of the family in terms of text on plaques, the University retains the right to request changes to any proposed text on plaques.
- Requests for Memorials should be made through the respective Campus Registrar of the desired Campus. The Campus Registrar's Office will consult with Facilities Management when considering memorials for any individual with a significant connection to Massey University, including students, alumni, current and retired staff
- Facilities Management will provide advice on the suitability of a location for a memorial and will work with the Campus Registrar's Office to establish a suitable site(s) for memorial plaques, should that be desirable for the Campus. The Campus Registrar's Office, in collaboration with Facilities Management, will manage requests for gifts of memorial tree plantings on campus. The following conditions apply to the acceptance of a gift to plant a tree, a plaque or a donation of street furniture.
- The donor will provide the tree or street furniture and the plaque.

- Should the memorial be in the form of a tree, then Facilities Management staff will help the donor select an appropriate species and an appropriate location for the tree or assist with the selection of appropriate street furniture and setting.
- Should a non-standard plaque be provided, then Facilities Management staff must approve the material, and size of the plaque. However, where possible, a standard, plaque will be used.
- The donor will be responsible for costs associated with installation of the plaque and the survey of the location of the memorial tree or street furniture. If the memorial is not in an identified memorial space:
 - Facilities Management will survey the location of the tree or furniture and record it on the Memorials Register held by Facilities Management with a duplicate to be held in the Campus Registrar's Office. A copy of the Memorials Register for all three campuses will be held in the Office of the AVC OI & UR and on the Memorials website. The Memorial Trees Register records the tree variety, location planted, date planted and the person memorialised.
- If a memorial tree is requested in a space other than a memorial space, the tree should not be planted on sites identified as new building sites in the current Campus Comprehensive Development Plan. If, however, a tree planted under the terms of this policy is subsequently removed due to construction of any type, the tree or a replacement tree, and plaque will be relocated as a normal cost of grounds maintenance.
- Of note is that whilst all care is taken, the University cannot guarantee the perpetuation of any specific tree. If a tree dies or requires relocation, Facilities Management will manage the replacement of the tree and the associated relocation of the plaque. The details of the date of the replacement, the species of tree, and its location will be recorded in the Register. The donor need only be advised of the new location and replacement action if changed, when appropriate.
- A virtual memorial site will be established to complement the physical memorial sites on campuses. New memorials will also be recorded on this site.
- Any biographical material of people with strong Massey University links acquired at the time of the memorial establishment will be provided to archives.

Audience:

All staff

Relevant Legislation:

None

Related Procedures:

[Procedure to posting of notices and display of banners and other materials on campus.](#)

Document Management Control:

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