



OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0322.01
Title:	Campus Memorial and Commemorative Register	
Classification:	Operations	
Chief Executive Approval:	Effective Date: 1 December 2018	Review Date: 1 November 2021
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive Corporate Services	

Purpose

To Manage:

- The design and placement of memorial plaques
- The placement of dedicated trees, and
- Entries in the Otago Polytechnic Memorial and Commemorative register.

Scope

All Otago Polytechnic owned and managed property located in Dunedin, Cromwell, and Auckland in relation to memorial services, the placement of physical memorials and the compilation of entries for the Memorial and Commemorative Register.

Definitions

Memorial – a service or plaque that commemorates a person, group or a significant commemorative event such as an anniversary of the campus opening.

Dedicated Tree – a tree (preferably native or fruit) for planting, in accordance with the Otago Polytechnic Landscape Development Plan / Living Campus Plan. This option is limited to Dunedin and Cromwell Campuses only.

Otago Polytechnic Memorial and Commemorative Register – an on-line compilation of epitaphs and information on the location of physical memorials to a person, group or event* located on the Otago Polytechnic Dunedin campus.

*Event e.g. *OP 50 year 2016 plaque dedication in The Hub, and time capsule in courtyard.*

<https://www.op.ac.nz/about-us/memorial-site-homepage/>

Policy

1. Memorial Services

- 1.1. Memorial services to commemorate a significant campus event, or the life of learners and staff who have died while studying or working at Otago Polytechnic may be held on the Polytechnic campuses. Such services are to be conducted by the Otago Polytechnic Chaplain, local kaumatua or other persons approved by the Chief Executive, Executive Leadership Team or Director: People and Culture.
- 1.2. This extends to include former long-serving members of staff and to others closely connected to the Polytechnic as approved by the Chief Executive, Executive Leadership Team or Director: People and Culture.
- 1.3. Requests for memorial services should be submitted to the appropriate Executive Leadership Team member or the Director: People and Culture.
- 1.4. No human remains (including ashes) are allowed on Campus as part of a memorial service or related event. For cultural reasons the burial or scattering of ashes is also not allowed.

2. Memorial Plaques

- 2.1. The design, format and placement of plaques will be managed by the Capital Works and Facilities Manager. Plaques will not include photographs.
- 2.2. Only one plaque per individual will be permitted and the cost of the plaque will be borne by the requester.



- 2.3. All requests for placement of a plaque should be submitted to the Capital Works and Facilities Manager.
3. Dedicated Trees
 - 3.1. The planting of a dedicated tree is restricted to designated areas on the campus under the guidance of the Living Campus Plan and Campus Development Plan.
 - 3.2. The following conditions apply:
 - 3.2.1. Requests for dedicated trees should be submitted to the Capital Works and Facilities Manager who in turn will consult with the Living Campus Plan.
 - 3.2.2. Dedicated trees must be selected after consultation with the Capital Works and Facilities Manager.
 - 3.2.3. The location of a dedicated tree will be included in the Memorial and Commemorative Register.
 - 3.2.4. The cost of the tree will be borne by the requester.
4. Memorial and Commemorative Register
 - 4.1. The Capital Works and Facilities Manager shall ensure that the on-line memorial and commemorative register is updated as required with new entries, and shall be accessible on the Otago Polytechnic website.
 - 4.2. Entries for the Register should be submitted to the Capital Works and Facilities Manager using the Campus Memorial/Commemoration Request Form in Appendix 1.
 - 4.3. The word limit shall be approximately 150 words.
 - 4.4. Submissions may be edited for format, length, duplication of information and typographical errors before inclusion in the Register.
5. Other Memorials/Commemorations
 - 5.1. Requests for memorials other than as described in Clauses 1 to 4 above will be considered on a case by case basis by the Deputy Chief Executive Corporate Services
 - 5.2. Existing Memorials
 - 5.2.1. All existing memorials on campus (as at 1 January 2017) shall remain in situ or, with appropriate consultation, be accommodated or relocated in any redevelopment or landscaping of the campus.
 - 5.2.2. The Campus Development and Living Campus Plan will, wherever possible, work around the designated memorial area(s) to minimise future relocation issues.

Referral Documents

Appendix 1: Campus Memorial/Commemoration Request Form

MP0406 Critical Incident and Emergency Planning

Otago Polytechnic Memorial and Commemorative Register –
<http://www.op.ac.nz/about-us/memorial-site-homepage/>

Approved by Chief Executive

Date: 1 December 2018



Campus Memorial/Commemoration Request Form

Applicant Name		Telephone	
Address			
Requested by (Department)		Email	

Memorial/Commemoration in remembrance of (name and relationship to Otago Polytechnic)

--

Reasons for memorial/commemoration

--

Memorial/Commemorative item(s) requested:

Item	Selection (please tick)	Only provide details for the item(s) you have selected
Options Plaque, Donation, Scholarship, Other (please describe)		Wording to appear on plaque (please restrict to 20 words)

All memorials/commemorations are payable by the applicant.

Entry for commemorative register (please restrict to 150 words): NB: some editing of text for consistency may be required

--

Office use only

Date request received:

Authorised by Capital Works and Facilities Manager (signature):

Date:

Date memorial register updated:

