



# DCRR Memorial Donation Policy

December 2023

This memorial donation policy for the public lands known as the Dungog Common Recreation Reserve (Dungog Common) is designed to provide guidelines and ensure consistency when accepting and managing donations for memorial purposes. The aim of the policy is to help maintain the integrity and long-term sustainability of the Dungog Common while respecting the wishes of donors and their desire to honour loved ones.

**Name of policy:** Dungog Common Memorial Donation Policy

## **Introduction:**

The Dungog Common is committed to enhancing the park's beauty, amenities, and overall experience for visitors. One way to achieve this is through memorial donations that allow individuals and families to commemorate their loved ones while contributing to the park's well-being.

## **Objective:**

The purpose of this policy is to establish clear guidelines for accepting and managing memorial donations in the Dungog Common.

## **Donation Types:**

The Dungog Common accepts memorial donations in the following forms:

1. **Financial Contributions:** Donors can make financial contributions in honour of their loved ones. The park will use these funds to enhance park amenities, maintain green spaces, and undertake special projects.
2. **Physical Memorials:** In some cases, donors may request the installation of a physical memorial, such as a bench, shelter, tree, plaque, or other appropriate installations within the park.

## **Eligibility:**

1. Memorial donations are open to individuals and organizations seeking to commemorate loved ones, provided they adhere to this policy.
2. The Dungog Common reserves the right to decline donations that are inconsistent with its mission, values, or the well-being of the park.

## **Donation Process:**

1. **Inquiries:** Prospective donors should contact the park's administration office (Land Manager) to express their interest in making a memorial donation.
2. **Proposal:** Donors are encouraged to submit a formal proposal outlining their donation intent, including the type of memorial, location preference (if applicable), and any specific requirements.
3. **Approval:** The Land Manager will review all proposals and decide based on compatibility with park values, guidelines, and current needs. Approval will be communicated to the donor.



4. Donation Agreement: Once approved, a formal donation agreement will be established between the donor and the Dungog Common Land Manager. The agreement will specify the terms, conditions, and responsibilities of both parties.

**Memorial Installations:**

1. Physical memorials will be subject to design, location, and maintenance approval by the Land Manager.
2. Donors may be responsible for the cost of the memorial, including its installation and upkeep, as outlined in the donation agreement.

**Recognition:**

The Dungog Common acknowledges memorial donations through appropriate recognition, such as plaques, signage, or listings on the park's website or other publications.

**Maintenance:**

Physical memorials are maintained by the park for a specified period, as outlined in the donation agreement. Donors may choose to renew the maintenance agreement at their discretion.

**Endowment Fund:**

Donors may opt to contribute to an endowment fund dedicated to the ongoing maintenance and improvement of the park. The principal remains intact, and only the interest generated is used for park purposes.

**Dispute Resolution:**

Any disputes arising from this policy or memorial donations will be resolved through a mutually agreed-upon dispute resolution process.

**Review and Amendment:**

This policy will be periodically reviewed and may be amended as necessary to reflect changing circumstances and park needs.

**Contact Information:**

For inquiries and to submit memorial donation proposals, please contact the Dungog Common Land Manager by email at:

[info@dungogcommon.org](mailto:info@dungogcommon.org)

**Effective Date:**

This Memorial Donation Policy is effective as of 15 December 2023.