

MEMORIALISATION POLICY

Policy Reference No.	POL/190
File No.	HCC14/433
Strategic Objective	5.3 Provide responsible and transparent governance, services and infrastructure which responds to and supports community needs
Adopted by Council	23 February 2015
Re-Adopted	December 2023
Date for Review	December 2027
Responsible Officer	Manager Governance
Department	Governance

MEMORIALISATION POLICY

1. POLICY STATEMENT

- 1.1 The *Geographic Place Names Act 1998* (the Act) outlines the responsibilities held by a naming authority for the naming of roads, places and features in Victoria. The Act provides the basis for the *Naming rules for places in Victoria – Statutory requirements for naming roads, features and localities* (the Naming Rules), which are made by the Governor in Council, on recommendation from the Minister, and provide the basis for Hume City Council's **Place Names Policy**.
- 1.2 Council on occasion receives memorialisation proposals to name features, Council owned assets or areas controlled by Council after a Hume resident or an individual who has made a significant contribution to the Hume municipality, or to locate a memorial (for example, a commemorative plaque) on Council land or assets, or areas controlled by Council, in circumstances that are not covered by Council's Place Names Policy.
- 1.3 Council's view is that the appropriate location for the memorialisation of individuals is within a cemetery. The management and operations of cemeteries are provided for by the *Cemeteries and Crematoria Act 2003*.
- 1.4 Any application submitted for the memorialisation of an individual within Hume, in the circumstances allowed for by this policy, will only be considered if it can be demonstrated by the applicant that the deceased person made a significant contribution to the Hume community.
- 1.5 This policy provides guidelines for Council and Council Officers to follow when considering memorialisation proposals received under these circumstances.

2. PURPOSE

- 2.1 To allow Council to consider memorialisation proposals received that are not covered by Council's Place Names Policy.
- 2.2 To facilitate the memorialisation within the Hume municipality of residents or other individuals whose contribution to the Hume community are viewed as being appropriate for memorialisation.

3. SCOPE

- 3.1 This policy will apply to all applications or General Business items received to memorialise individuals within the municipality of Hume, where the circumstances of the memorialisation request are not covered by Council's Place Names Policy.
- 3.2 Proposals will only be considered for persons who are no longer living.

4. OBJECTIVE

To provide members of the public, Councillors and Council staff with clear guidelines to follow when considering memorialisation proposals received in circumstances that are not covered by Council's Place Names Policy.

5. POLICY IMPLEMENTATION

5.1 Publication and review

The policy and its implementation will be managed and monitored by the Manager Governance.

The policy shall be reviewed and adopted by Council at periods not exceeding 5 years.

Policy Reference No:	POL/190	Responsible Officer:	Manager Governance
Date of Re/Adoption:	28 August 2017	Department:	Governance
Review Date:	December 2027		

MEMORIALISATION POLICY

5.2 Process

Council officers will investigate memorial proposals after one of the following occurs:

- a) a Councillor requests an investigation via a notice of motion at a meeting of Council;
- b) a member of the general public, a community interest group or an organisation submits a written request.

Applicants, whether they are individuals or organisations, must provide evidence in support of their application that addresses the criteria listed in paragraph 5.3 (d) to (g) of this policy.

Applicants must clearly establish the significant contribution that the individual has made to the local community, and the association of the individual to the feature that the applicant is proposing to have named, or the location at which they are proposing to have a memorial located at. If applicants are not able to establish these elements then the proposal will not be considered.

5.3 Criteria for considering proposals

The following details must be established by an applicant in their application to Council:

- a) That the memorial proposal relates to a person who is no longer living;
- b) The feature, Council asset or area controlled by Council that is proposed to be named and/or at which a memorial is proposed to be located at.

When considering a proposal, Council should consider:

- c) The reasons proposed for honouring the deceased person;
- d) The deceased person's contribution to the community, including lengths of service;
- e) The deceased person's association with the feature or asset that is proposed to be named in their memory, or at which a memorial is proposed to be located (that is, linking the name to the place);
- f) The level of support from the deceased person's family for the proposal

5.4 Internal Consultation

Internal consultation by Council officers, seeking input and feedback on memorialisation proposals from various departments within Council, is mandatory.

5.5 Public Consultation

Public consultation on memorialisation proposals that are not covered by Council's Place Names Policy is optional.

If a report is prepared for Council on a memorialisation proposal that is not covered by Council's Place Names Policy, it should make comment on whether consultation is recommended for that proposal.

Policy Reference No:	POL/190	Responsible Officer:	Manager Governance
Date of Re/Adoption:	28 August 2017	Department:	Governance
Review Date:	December 2027		

MEMORIALISATION POLICY

If a proposal is received to name or re-name a Council building, or a feature or asset that is located on Council land, Council officers should consult with user groups, clubs and/or Committees of Management that are users of or have an interest in that location.

If considered appropriate, the level of public support for a proposal can be ascertained by a public consultation process.

5.6 Memorials Not Approved in Perpetuity

Any memorialisation proposals approved by Council will not be approved in perpetuity, and Council may change, remove or choose not to replace any damaged or moved memorials at its discretion. This includes any approved trees or plants that are planted as a memorial to a deceased individual.

5.7 Roadside Memorials

Council does not support the construction of roadside memorials.

5.8 Scattering of Ashes

Council does not support the scattering of ashes in public areas.

5.9 Sponsorship

a) The approval of a memorialisation proposal which is located at or on a Council owned feature, asset, piece of land or an area that Council is responsible for, does not preclude Council from entering into a sponsorship agreement for that same feature, asset, piece of land or area that Council is responsible for.

b) If a Council owned feature, asset, piece of land or an area that Council is responsible for has been named as the result of a successful memorialisation proposal application, and Council enters into a sponsorship agreement for that feature, asset, piece of land or area that Council is responsible, Council retains the right to rename it.

5.10 Lodgement of Successful Memorialisation Proposals with the Registrar of Geographic Names

Memorial proposals approved by Council will not be submitted to the Registrar of Geographic Names for official naming and inclusion in VICNAMES, which is the which is the database that stores information and data related to all officially registered and recorded features, locality and road names in Victoria, unless this is specifically requested by Council.

6. DEFINITIONS AND ABBREVIATIONS

6.1 Geographic Name:

In relation to a place, means the name registered in the Register as the name for that place.

6.2 Memorial Proposal:

A proposal to honour the life of a deceased person who has made a significant contribution to the Hume community by the naming of a Council owned feature or asset, or by the locating of a memorial on Council land, in circumstances that are not covered by Hume City Council's Place Names Policy.

Policy Reference No:	POL/190	Responsible Officer:	Manager Governance
Date of Re/Adoption:	28 August 2017	Department:	Governance
Review Date:	December 2027		

MEMORIALISATION POLICY

6.3 Naming Rules:

The *Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2022*, having effect under Part 2 of the *Geographic Place Names Act 1998*.

6.4 Registrar:

The Registrar of Geographic Names appointed under Section 7, *Geographic Place Names Act 1998*.

6.5 VICNAMES :

The database that stores information and data related to all officially registered and recorded features, locality and road names in Victoria.

7. RELATED DOCUMENTS

- Hume City Council Place Names Policy
- *Local Government Act 2020*
- *Geographic Place Names Act 1998*
- Naming Rules for Places in Victoria – Statutory Requirements for Naming Roads, Features and Localities 2022
- *Cemeteries and Crematoria Act 2003*

Date Adopted	23 February 2015
Date Re-Adopted	December 2023
Review Date	December 2027

Policy Reference No:	POL/190	Responsible Officer:	Manager Governance
Date of Re/Adoption:	28 August 2017	Department:	Governance
Review Date:	December 2027		