



# Commemorative Memorial Fixtures Policy

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<b>POLICY TYPE</b>	<b>Council:</b> adopted by Council resolution	
<b>APPROVAL</b>	Council	
<b>DATE ADOPTED</b>	1 June 2026	
<b>DIRECTORATE</b>	Corporate and Commercial Services	
<b>POLICY OWNER</b>	Manager Governance	
<b>NEXT REVIEW</b>	30 March 2030	
<b>REVISION RECORD</b>	<b>VERSION</b>	<b>REVISION DESCRIPTION</b>
14 October 2019	1.0	Initial Policy created.
1 June 2026	2.0	Reviewed to align with internal policies and procedures.

## 1. Purpose

The purpose of the Public Commemorative Tributes and Memorials Policy (Policy) is to provide a framework for the application, assessment and approval of fixtures that recognise the significant contribution to the municipality of individuals and community groups.

## 2. Scope

This Policy applies to all requests for commemorative tributes and memorials within Frankston City Council (Council).

This Policy does not apply to the following;

- Commemorative plaques on new or redeveloped buildings that are not Council owned;
- Public Art Displays or other artwork commissioned by Council; and
- Naming of Places

### 3. Governance Principles and Council Plan Alignment

#### 3.1. Governance Principles

A Council must, in the performance of its role, give effect to the overarching governance principles (*Local Government Act 2020 (Act) s9*). In accordance with the Act, this Policy aligns with the following governance principle/s:

*Principle (a) Council decisions are to be made and actions taken in accordance with the relevant law;*

*Principle (e) innovation and continuous improvement is to be pursued;*

This Policy aligns with the naming related legislation and considers the overarching governance principles.

#### 3.2. Council & Wellbeing Plan Alignment

Strategic Outcome 4: Council's strong leadership and commitment to excellence in governance, financial management and service delivery plays a key role in shaping environments where communities can prosper and experience improved health and wellbeing.

## 4. Policy

#### 4.1. Policy Overview

This Policy provides the distinction between minor and major recognition fixtures and outlines the process for Council to determine applications for the installation of public commemorative fixtures for the commemoration of deceased community members by family and friends in open public spaces in the municipality.

This Policy provides a framework for Council to determine the process and outcomes for applications for the installation of public commemorative fixtures (minor or major) that recognise the contribution of individuals and community groups in a location owned and managed by Council.

This Policy also outlines the process for the installation and maintenance of any temporary roadside memorials or vigils.

#### 4.2. Principles

##### 4.2.1. Principles for Commemorative and Recognition Fixtures

Applications for minor and major recognition and commemorative fixtures must include the following considerations as principles as the foundation of the assessment criteria.

Those Principles include the following:

*a. Significant Contribution*

Individuals must have clearly demonstrated a contribution to the community and municipality for a minimum of 10 years, or have been recognised for significant achievement or event.

*b. Council Owned Land*

Applications for minor and major recognition and commemorative fixtures must be considered for Council owned land. Any requests for placement on the foreshore, high profile reserves or Crown Land are generally not accepted.

*c. Duration*

Council will ensure every effort will be made to maintain recognition and commemorative fixtures on Council land. However, Council cannot guarantee that the fixture will remain at the designated site indefinitely.

The duration of Commemorative or minor fixtures may remain at a site for a maximum of 10 years from the date of installation.

As the owner of the recognition or commemorative fixture, Council may amend, relocate or remove the recognition fixture at any time for any reason. The following reasons may apply for the removal of any fixture;

- Redevelopment of site or location
- Change in public perception of the individual or community group
- Deterioration of the fixture beyond repair or the fixture is deemed unsafe
- The fixture has exceeded 10 years from installation

Prior to any removal of recognition or commemorative fixtures, every attempt will be made to contact the initial applicant to discuss the fixture.

Council has no obligation to provide any removed fixtures to applicants following its removal.

*d. Management*

Fixtures will be managed and maintained by Council and may be relocated, replaced or removed at the discretion of Council for any reason, some reasons may include, but are not limited to;

- Cultural
- Historical
- Environmental
- Social
- Administrative
- Financial

*e. Historical Connection to Individual and Place*

The location must have clear and relevant connection to the individual or group being recognised or commemorated and cannot diminish or distract from surrounding fixtures or artwork.

*f. Community Interest*

Consideration of requests for commemorative or recognition fixtures must be in the best interests of the community.

Major recognition fixtures must have further evidence of community support.

*g. Gender Equality*

Applications for commemorative and recognition fixtures must not negatively impact gender equality across Council and other surrounding recognition fixtures.

*h. Dual Languages*

Any application for major recognition fixtures must be appropriate for dual naming and information in both traditional and non-traditional language.

Minor recognition or commemorative fixtures must be in mostly plain English within the character limit.

*i. Traditional Ownership*

All applications must align with the principles of Council's Reconciliation Action Plan and area cultural considerations. Council is committed to building and maintaining relationships with the traditional owners of the land and will continue to be respectful. If a recognition fixture is considered contrary to those commitments, Council will not approve the application.

No applications for fixtures will be approved in sites or natural assets that are highly culturally significant to the Bunurong people, unless significant and formally approved by the Bunurong Land Council.

*j. Commemorative and Living Persons*

Applications may be submitted for individuals who are deceased. Should an application for a recognition or commemorative fixture be for an individual that has been held in high regard by the community, that individual must have been deceased for a period of one year to allow for appropriate historical perspective.

Any applications that are not submitted by the family of the deceased individual must obtain consent in writing from the family and provide as part of their application.

If an application is received for a living person, the person must have exceeded the criteria for major recognition fixtures for significant contribution. Applications to recognise or commemorate a living person will generally not be approved.

*k. Limitations*

Council acknowledges and appreciates the dedication and commitment to the community from individuals and community groups. However, Council must consider the use of public open space and the primary purpose of open spaces for the broader community.

All applications will be considered on their own merit and previous applications will not be considered as precedent.

If an application meets any of the below criteria, the application will generally not be accepted.

- i. Applications that include promotion or advertising of commercial businesses, political or religious groups. Which also include reference to corporate branding or logos for groups or organisations.
- ii. Applications that are discriminatory or offensive in nature.
- iii. Applications that are of similar nature to previously established recognition or commemorative fixtures within the municipality that share similar commitment or historical information.
- iv. Applications that highlight an individual that is a living person.

### **4.3. Major and Minor Recognition Fixtures**

#### **4.3.1. Major Recognition Fixtures**

Major Recognition Fixtures may be applied for to recognise the significant contribution of individuals and community groups to Frankston and may include the following types of fixtures;

- Plaques
- Monuments
- Statues
- Signs
- New furniture with plaque affixed.

Applications for major recognition fixtures must only be applied for in circumstances of significant, substantial and extraordinary demonstrations of community impact, dedication and achievement. The individual must have clearly demonstrated over and above what might be reasonably expected through paid employment or voluntary contribution to the community and have clearly benefited the community.

Additional requirements for major recognition fixtures include the following:

- a. Evidence of significant support from the community
- b. Examples of long lasting community benefit

Applications that do not meet the above requirements for significant contributions or clearly demonstrate the community benefit and impact will not be approved.

Applications for Major Recognition Fixtures can only be approved by Council resolution.

Community members, Councillors and Council officers may request major recognition fixtures through completing the application form or notifying the Governance Team and providing the relevant information outlined in 4.5 of this Policy.

Major recognition fixtures are assessed and presented to Council for approval. Major recognition fixtures can only be approved through Council resolution.

#### 4.3.2. Minor Recognition Fixtures

Minor recognition fixtures may be applied for by community members to commemorate and recognise deceased family or friends.

Minor recognition fixtures are small plaques fixed to existing infrastructure in open spaces that are owned or managed by Frankston City Council.

Minor recognition fixtures are commemorative plaques that can be a maximum size of 100mm x 60mm and the following character limits apply to wording due to the size of the plaque;

- Maximum of 6 lines
- 18 letters per name line
- 20 letters for other text

All applications must meet the minimum criteria outlined within this Policy.

### 4.4. Cost of Recognition Fixtures

#### 4.4.1. Major Recognition Fixtures

All costs associated with major recognition fixtures will generally be the responsibility of Council. This is subject to change based on the officer assessment of the application.

This includes any costs associated with the installation, maintenance and removal of any major recognition fixtures.

#### 4.4.2. Minor Recognition Fixtures

All costs associated with minor recognition fixtures will generally be the responsibility of the applicant, which includes the following:

- Cost of making the plaque
- Installation costs; and
- Any other associated costs including officer time.

The approximate cost of a minor recognition fixture is determined by the above variables and is subject to change. The estimated cost for minor recognition fixtures is \$500.

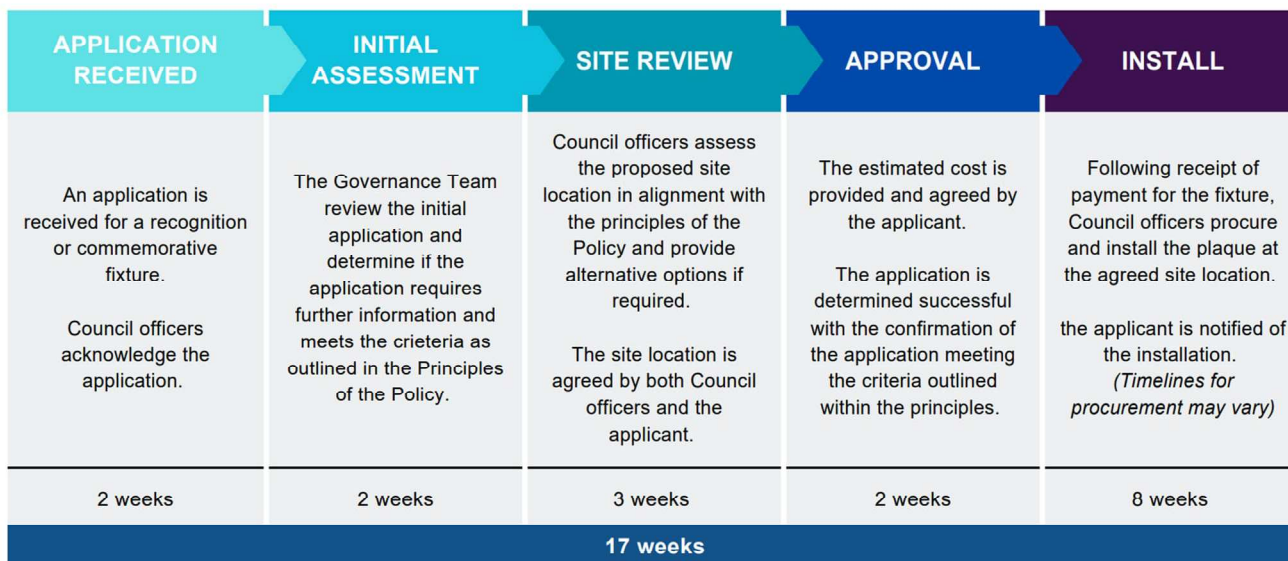
## 4.5. Applications and Outcomes

### 4.5.1. Application Overview

Any person can submit an application for a commemorative plaque or recognition fixture, which will be assessed by Council officers in alignment with this Policy.

The application process has been outlined below. *(Further defined within the protocol and appendix)*

*Figure 1 – Application overview with potential timelines.*



As outlined in *Figure 1* above;

1. On receiving an application, officers will provide an acknowledgement to the applicant within 10 working days
2. Officers will conduct an initial assessment and may request further information to strengthen the application, if required.
3. The proposed site must be reviewed by Council and written agreement obtained between both Council and the applicant prior to finalisation of the application.

*If a proposed site is not considered appropriate by Council, an alternative location will be requested of the applicant that is equally significant to the individual.*

4. Following site review and relevant approvals, the applicant must then pay the application and procurement fee (\$500). Council may waive or discount an application fee when appropriate.

### 4.5.2. Submitting an application

All applications must be received in writing and addressed to the Governance Team.

By email to [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au) or addressed to the Governance Team and provided to reception staff at the Civic Centre located at 30 Davey Street, Frankston.

The application must include the following information

- Full contact details of the applicant (Name, email address and phone number)
- The name of the individual or community group being commemorated and/or recognised
- Type of fixture requested (Plaque, monument, sign, marker, new furniture with plaque)
- The proposed location for the recognition of fixture and the personal connection between the individual and the site
- Is the individual living or deceased (if deceased has the individual's next of kin been notified and provided written consent and if the individual has been deceased for 12 months)
- Evidence of the individual or community group significantly contributing to Council.

#### 4.5.3. Lapsed and Denied Applications and Appeals

All applications are considered on their own merit and previous applications or existing commemorative tributes and memorials should not be treated as precedent.

An application is considered lapsed if the applicant does not provide a response to officers within 30 days after the acknowledgement and initial assessment of the application.

Council may deny any application submitted that are deemed not in alignment with this Policy. Applicants and members of the public who may disagree with the decision on a commemorative fixture can request that a review be undertaken and investigated.

A request for an appeal or complaint must be made in writing and within 7 days of the decision. All complaints and appeals must be provided in writing to the Governance Department and will be reviewed by the Manager Governance.

- By email to [info@frankston.vic.gov.au](mailto:info@frankston.vic.gov.au); or
- Addressed to the Governance Team and provided to reception staff at the Civic Centre located at 30 Davey Street, Frankston.

#### 4.6. Temporary and Roadside Memorials

Council recognises the community may wish to commemorate the loss of an individual as a result of trauma through a temporary memorial or roadside vigil. Council will consider the safety and maintenance of the site with respect to the events and commemoration of the individual.

Council will consider the placement of the memorial or vigil and the impact of road safety and the safety of individuals.

An individual or group that wishes to install a memorial or vigil on Council owned or managed land must acknowledge the following;

- The individual wishing to install the memorial or vigil must maintain the site;
- The memorial or vigil will remain only at the discretion of Council;
- Council may determine to remove the memorial or vigil at any time; and
- Memorials or vigils must not exceed a period of 13 months;

If Council determines to remove a temporary memorial or vigil, every effort must be made to contact the organiser to collect the items. Where a memorial or vigil has been removed it is not permitted to be replaced.

## 5. Roles and Responsibilities

Role	Responsibility
Council	Responsible for approving applications for Major Recognition Fixtures through Council resolution.
Governance Department	Responsible for: <ul style="list-style-type: none"> <li>• Assessing applications for Minor and Major Recognition and Commemorative Fixtures;</li> <li>• Preparing a report and recommendation for Council decision for major recognition fixture applications;</li> <li>• Assessing site suitability and placement of all applications;</li> <li>• Assessing the suitability of temporary roadside and memorials and vigils; and</li> <li>• Maintaining a register of minor and major recognition fixture applications</li> </ul>
Manager Governance	Responsible for: <ul style="list-style-type: none"> <li>• Oversight of the Governance Department responsibilities;</li> <li>• Reviewing relevant applications; and</li> <li>• Reviewing any appeals or complaints in relation to denied or lapsed applications.</li> </ul>
Operations Team	Responsible for assisting with the installation or removal of any of the following: <ul style="list-style-type: none"> <li>• Major Recognition Fixtures;</li> <li>• Minor Recognition Fixtures; and</li> <li>• Temporary Roadside Memorials or Vigils.</li> </ul>

## 6. Policy non-compliance

Non-compliance with this Policy has the potential to promote inconsistency and contradict the community interest, including distracting from major features of Frankston City Council.

## 7. Definitions

<b>Term</b>	<b>Definition</b>
<i>Applicant</i>	The person or group that makes an application to Council for a commemorative plaque or fixture.
<i>Major Recognition Fixture</i>	Plaques, monuments, signs, new furniture with plaque affixed to recognise the significant contribution of an individual or community group to the municipality that is installed by resolution of Council.
<i>Minor Recognition Fixture</i>	A small plaque of no more than 100mm x 60mm installed on a fixed structure in an area of open space within the municipality to commemorate a deceased individual.
<i>Significant Contribution</i>	Contribution that was above and beyond what might be reasonably expected through paid employment or voluntary contribution to the community.
<i>Temporary Memorials or Roadside Vigils</i>	Temporary memorials or roadside vigil items of a personal nature, such as flowers.

## 8. Related documents

### 8.1. Legislation

- *Local Government Act 2020*
- *Gender Equality Act 2020*

### 8.2. Documents and resources

- *Naming Rules for Places in Victoria 2022*
- Place Naming Policy
- Reconciliation Action Plan
- Gender Equality Action Plan

## 9. Implementation of the Policy

This Policy will be implemented following the Council resolution alongside the accompanying protocols and guidance documents.