

Civic Recognition Fixtures Policy



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REVISION RECORD	Version	Revision Description
20 November 2023	1	This Policy revokes the Installation of Plaques and Signs Policy.

1. Purpose

The purpose of the Civic Recognition Fixtures Policy (this Policy) is to provide a policy framework for the application, assessment and approval of fixtures that:

- Recognise the significant contribution to the municipality of individuals and community groups; and
- Provide for the commemoration of community members by friends and family in open spaces in the City of Kingston.

2. Scope

This Policy applies to all requests for recognition fixtures for individuals and community groups who have made a significant contribution to the City of Kingston or that enhance the understanding of places of historical significance in the City of Kingston.

This Policy applies to commemoration of deceased community members by friends and family.

This Policy applies to temporary roadside memorials installed by community members.

This Policy does not apply to plaques commemorating new and redeveloped community facilities.

This Policy does not apply to Public Art Works and Sponsorship.

This Policy does not apply to naming of places which is managed by the Naming of Places Policy and Geographic Names Victoria.

3. Governance Principles and Council Plan alignment

3.1 Governance Principles

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

This policy aligns with naming related legislation and has considered the overarching governance principles and supporting principles.

3.2 Council Plan Alignment

Example:

Strategic Direction: Well-governed - Council will be collaborative, accountable, transparent, responsive, well-informed, and efficient.

Strategy: Hold ourselves to the highest standard of governance and integrity.

4. Policy Details

This Policy provides a clear and transparent approach for the City of Kingston Council (Council) to determine applications for the installation of recognition fixtures that recognise the contribution of individuals and community groups in a location owned and managed by Council (known as major recognition fixtures).

The Policy also outlines the process for Council to determine applications for the installation of recognition fixtures for the commemoration of deceased community members by friends and family in open spaces in the municipality (known as minor recognition fixtures).

This Policy sets out the guiding principles and assessment criteria against which all applications for major and minor recognition fixtures will be evaluated, types of recognition fixtures, the application and approval process and the duration of recognition fixtures in the City of Kingston.

4.1 Guiding Principles

All applications for recognition fixtures will be considered in accordance with the following principles:

a. Ownership

Recognition fixtures on public land within the City of Kingston are owned by the City of Kingston.

b. Management

Recognition fixtures will be managed and maintained by Council and may be removed, replaced or relocated for cultural, heritage, environmental, social, administrative, financial or any other reason at the full discretion of Council.

c. Gender Equality

Applications for major recognition fixtures will be assessed with a gender equality lens to ensure there is equal recognition of all genders represented in the City of Kingston.

d. Traditional Ownership

All recognition fixtures will be considered against the principles of the Reconciliation Action Plan and the Cultural Value Assessment. Council is committed to building and maintaining relationships with the Bunurong Land Council and will continue to be respectful and take care of the land of our traditional owners and hold discretion to propose alternative locations if a recognition fixture is considered contrary to our commitments identified above.

Fixtures will not be approved in proximity to Mordialloc Creek or Lowyeeung (Carrum Swamp) as these are highly significant sites for the Bunurong people. Fixtures cannot be

affixed to natural assets such as trees, rocks and the like. They will only be applied to assets such as seats or other open space furniture.

4.2 Major Recognition Fixtures

Major recognition fixtures may be applied for to publicly acknowledge the significant contribution of individuals and community groups to the municipality and all applications and assessment must be in accordance with this section.

4.2.1 Significant Contribution of Individuals and Groups

Council acknowledges and appreciates the ongoing contribution and service to the community of individuals and community groups. However, due to considerations such as limited space, the overarching purpose of use and enjoyment of public open spaces for the broader community and the inability to publicly recognise every individual and community group, applications for major recognition fixtures will only be considered where significant contribution of an individual or community group is demonstrated.

Significant contribution means contribution that was extra-ordinary and over and above what might reasonably be expected through paid employment or voluntary contribution to the community. Generally, significant contribution should be for a minimum of 10 years or where a substantial or exemplary achievement with clear community benefit can be demonstrated.

Applications for both living and deceased individuals may be applied for.

Approval will be sought from a deceased person's next of kin or appropriate relative/s where practicable.

Council does not offer major recognition fixtures for the purpose of commemorating a deceased individual where the significant contribution requirement has not been met. In these circumstances, community members may consider applying for a minor recognition fixture in accordance with clause 4.3 of this Policy.

4.2.2 Types of Major Recognition Fixtures

Recognition fixtures may take the following forms:

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

4.2.3 Applications

Applications for major recognition fixtures must be submitted by the community, Council officers or Councillors as follows:

a. By community members

In writing and submitted via the online application form [here](#) or by downloading the form and emailing to info@kingston.vic.gov.au or by mail to:

Manager Governance, Risk & Integrity

City of Kingston

PO Box 1000

Mentone VIC 3194

The application form will include the following information:

- What type of fixture is requested (plaque, monument, sign, marker, new furniture with plaque)?
- What is the name of the individual or community group that is the subject of the request?
- What is the proposed location for the recognition fixture and what is the connection between the individual and the location or between the historical information and the location?
- Is the individual living or deceased and if deceased, has the individual's next of kin been notified?
- Demonstration of significant contribution as defined in this Policy.

b. By Council

Council officers or Councillors may request a recognition fixture by completing an application form or notifying the Governance, Risk & Integrity Department and providing information aligned to the application form as set out in clause 4.3.1 of this Policy.

4.2.4 Assessment

All applications will be considered in alignment with the Guiding Principles in clause 4.1 of this Policy.

Applications will also be assessed against the following criteria (many of which align with the naming principles of Geographic Naming Victoria to provide a consistent approach across the municipality for both naming and recognition fixtures):

a. Significant Contribution

Does the application demonstrate significant contribution (over 10 years of service beyond general employment in the area or significant achievement); or

b. Recognising the public interest

- What are the long-term benefits of this application on the wider community, such as will this provide the community with knowledge about a person, group or historical event that otherwise would have gone unacknowledged?
- What are the short-term effects on the wider community, such as will this installation impact upon the use and enjoyment of public open space and if so for how long?
- Do the long-term benefits outweigh the short-term effect?
- Does this align with the relevant masterplan/strategy long term plans for the proposed location?
- Does the proposed subject of the recognition fixture have a criminal background or have relevant background/character checks been undertaken to ensure suitability?

c. Connection to Place

- Is the location requested related to the contribution of the individual or community group; or
- Is the historical significance of an event, person or place related to the location requested?

d. No duplication

- Is there another recognition fixture in the municipality for this individual or community group or is the same or similar historical information provided elsewhere in the municipality?

e. Traditional Ownership

- Does this application align with the principles of Council's Reconciliation Action Plan and the Cultural Value Assessment?

f. Not discriminatory or offensive

- Could the recognition fixture be considered discriminatory pursuant to the Equal Opportunity Act 2010 or is it likely to cause offense to the broader community?

g. Gender Equality

- Does the application align with Council's objective to ensure gender equality across all recognition fixtures?

h. Dual Languages

- Is this recognition fixture appropriate for dual naming or information in both traditional and non-traditional languages?

i. Commemorative vs Living Requests

- If a recognition fixture is for an individual, that person should be or have been held in strong regard by the community and must be deceased for a period of one year to allow for appropriate historical perspective.
- If a recognition fixture is for a living person, what are the person's achievements, is there relevant history and association to the area, is there significance of the family/person to the area/land and is there an urgency for the person to be recognised at this time, such as an anniversary of an event or achievement?

j. No commercial, businesses or for-profit organisations to be recognised

- Only not-for-profit community groups will be considered for recognition fixtures.
- Applications will not be considered for recognising commercial, business or for-profit organisations.

4.2.5 Approval

All applications will be assessed against the criteria contained in clause 4.2.4 of this Policy by the Governance, Risk & Integrity Department in consultation with relevant departments within the organisation.

Applications will proceed to Council for determination via a Council report. Council officers will provide recommendations in accordance with the assessment criteria in clause 4.2.4 of this Policy.

The type, content and location of any major recognition fixtures is at the discretion of Council by resolution.

All decisions of Council on recognition fixture requests are final.

4.2.6 Duration of Major Recognition Fixtures

As owner of the recognition fixture, Council may amend, remove or relocate the recognition fixture at any time.

Recognition fixtures are not guaranteed in perpetuity, and it is at the sole discretion of Council to remove a recognition fixture as it deems appropriate for any reason, including:

- due to the redevelopment of a site or location;
- change in public perception of an individual or community group or
- deterioration of a recognition fixture beyond repair.

Council has no obligation to preserve a previously established recognition fixture in the event of any future relocation or demolition that may occur at a particular site.

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

4.2.7 Costs of Recognition Fixtures

All costs of major recognition fixtures approved by Council will be borne by Council.

This includes installation, maintenance and removal costs.

4.2.8 Major Recognition Fixtures Asset Register

All major recognition fixtures will be noted in Council's Major Recognition Fixtures Asset Register.

4.3 Minor Recognition Fixtures

Community members wishing to commemorate a deceased individual may apply for a minor recognition fixture.

Minor recognition fixtures are small plaques fixed to existing infrastructure in open spaces in the City of Kingston.

All applications and assessment must be in accordance with this section of the Policy.

4.3.1 Form of Minor Recognition Fixtures

Minor recognition fixtures are plaques of a maximum size of 100mm x 60mm fixed to existing infrastructure in open spaces for deceased community members.

Due to the size of minor recognition fixtures, the following character limits apply to the wording that may appear on the plaque:

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

4.3.2 Applications

Community members may apply for a minor recognition fixture by completing an online application form [here](#).

The application form must specify:

- The name of the subject of the minor recognition fixture;
- The preferred location of the minor recognition fixture;
- Connection of the subject to the City of Kingston (i.e., has the recipient lived, worked or volunteered in the municipality); and

Applications for minor recognition fixtures for individuals will only be considered after the individual has been deceased for at least one year to allow for appropriate development of historical perspective.

4.3.3 Assessment

All applications will be assessed according to the following criteria by Council Officers

- Has an application form been completed?
- Is there appropriate connection to place demonstrated (i.e., has the subject of the minor recognition fixture lived, worked or volunteered in the municipality)?

- Does the preferred location align with Council's strategic objectives and plans for the site? If not, Council officers will advise of alternate locations.

Where criteria have not been met, Council officers will contact applicants to advise of the outcome in writing.

4.3.4 Approval

All minor recognition fixtures will be refused or approved under officer delegation.

Council Officers will provide the Mayor with a summary of all decisions.

4.3.5 Duration of Minor Recognition Fixtures

It is at the absolute discretion of Council to amend, remove or relocate a minor recognition fixture at any time.

Minor recognition fixtures are not guaranteed in perpetuity and Council may remove a recognition fixture as it deems appropriate for any reason, including:

- due to the redevelopment of a site or location;
- change in public perception of an individual or community group or
- deterioration of a recognition fixture beyond repair.

Council has no obligation to preserve a previously established minor recognition fixture in the event of any future relocation or demolition that may occur at a particular site. Council has no obligation to provide removed minor recognition fixtures to applicants, however where possible, Council will endeavour to do so.

4.3.6 Costs of Minor Recognition Fixtures

All costs associated with the minor recognition fixture must be borne by the applicant, which includes:

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

The estimated cost of a minor recognition fixture is \$500; however, this is subject to change and variation.

Once approved, Council will provide the applicant with an itemised quote for the minor recognition fixture and installation will only occur upon full payment of the invoice.

4.3.7 Minor Recognition Fixtures Asset Register

All minor recognition fixtures will be noted in Council's Minor Recognition Fixtures Asset Register to assist with notifying applicants of any requirement to amend, remove or relocate a fixture.

4.3.8 Temporary and Roadside Memorials

Council recognises that community members may wish to commemorate the loss of an individual or individuals as a result of trauma by way of a temporary memorial in a public place or a roadside vigil. However, Council must balance the desire for a temporary or roadside vigil with its safety and maintenance obligations in relation to roads and public places.

Therefore, when a temporary memorial or roadside vigil is installed, Council will consider:

- Placement of the memorial in respect to public safety, road safety and maintenance
- Members of the community affected by the incident.
- Whether the memorial is non-hazardous to users and located where it can be visited safely.

An individual or group that wishes to install a temporary memorial or roadside vigil on local government land and roads must acknowledge that the roadside memorial or vigil:

- Must be maintained by that individual or group.
- Will be permitted to remain on the site at the sole discretion of Council.
- Council may decide in certain circumstances to exercise its powers under the Road Management Act 2004 and decommission the memorial/tribute.

Temporary memorials and roadside vigils will remain for a period of not greater than 13 months unless it becomes obstructive to traffic or unsafe and therefore will be decommissioned.

Once a roadside memorial and/or tribute reaches its end-of-life cycle, where possible, the organisers will be contacted in relation to collecting any items they wish to keep before it is decommissioned.

Where a temporary memorial has been removed for safety reasons, a further placement of memorial items will not be permitted.

Any temporary memorial presenting a safety hazard may be modified, relocated or removed without notice, however, Council will endeavour to contact the organisers.

5. Delegations and Authorisations

Council officers will assess and approve or refuse applications for minor recognitions fixtures. Applications for major recognition fixtures are to be determined by Council.

6. Internal and External Assessments

6.1 Risk Assessment

To mitigate risks associated with the installation of recognition fixtures the Policy provides for the following:

- Major recognition fixtures – strict assessment criteria that applications must meet, which aligns as far as possible with that of Geographic Names Victoria to ensure constancy with naming of places and recognition fixtures in the City of Kingston.
- Minor recognition fixtures – will only be installed where the subject of the fixture has provided a death certificate. A police check is unable to be undertaken on a deceased person.
- Council has absolute discretion to remove any major or minor recognition fixtures as it deems appropriate, which can include for circumstances where new information has become available about a recognised individual or group or about the location and its significance and it is no longer appropriate for the recognition fixture to be in place.

6.3 Gender Impact Assessment

A Gender Impact Assessment has not been conducted as this Policy incorporates principles of gender equity in assessment.

6.4 Privacy Impact Assessment

A Privacy Impact Assessment is not required for this Policy, however applicants will be made aware of the collection, use and storage of personal information provided.

6.5 Human Rights Charter

This policy has been reviewed against and complies with the Charter of Human Rights and Responsibilities Act 2006.

7. Roles and Responsibilities

Role	Responsibility
<i>Council</i>	<i>Approve applications for Major Recognition Fixtures</i>
<i>Governance, Risk and Integrity</i>	<i>Assess applications for Major Recognition Fixtures and form recommendations for Council</i>
	<i>Assess applications for Minor Recognition Fixtures and refuse or approve based on criteria.</i>
<i>Open Space</i>	<i>Determine suitability of placement of Major and Minor Recognition fixtures</i>
	<i>Maintain recognition fixture asset registers</i>

8. Related documents

8.1 Legislation

- Local Government Act 2020
- Road Management Act 2004

8.2 Documents and resources

- Street Names Signage Policy
- Naming of Pavilions, Reserves and Other Facilities Policy
- Coastal Management Plan
- Community and Cultural Plan
- Public Art and Cultural Strategy
- Street and Park Tree Management Strategy
- Naming Public Features Policy
- Naming Public Features Guidelines
- Council Heritage listings
- Heritage Map
- New Memorial and Plaques Application Form
- Reconciliation Action Plan

9. Definitions

Term	Definition
Applicant	A person or group that makes an application to Council for the commissioning of a recognition plaque.
Major Recognition Fixture	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.
Minor Recognition Fixture	A small plaque of no more than 100mm x 60mm installed on fixed infrastructure in an area of open space within the municipality to commemorate a deceased individual.

Recognition Fixture	A major or minor recognition fixture.
Significant Contribution	Contribution that was extra-ordinary and over and above what might reasonably be expected through paid employment or voluntary contribution to the community.
Temporary Memorials or Roadside Vigils	Temporary memorials or roadside vigil items of a personal nature, such as flowers or mementos.