



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Plaques and Memorials Policy

Adopted by:	Council
Responsible Division:	Community Planning
First Issued/Adopted:	26 September 2005
Last Reviewed:	27 November 2023 (Resolution No. 0524/2023)
Next Review Date:	17 August 2027

1. Purpose

- 1.1. This policy will serve as a guide to the City of Salisbury for any memorials or plaques it may wish to place in parks or public areas within its jurisdiction.
- 1.2. While appropriate memorials can enrich public open space, it is important that memorials and plaques are carefully considered to ensure that they do not have a negative impact on the amenity of the open space.
- 1.3. It is recognized that a particular location may reach a saturation point (i.e. where the number of memorials in a specific area undermines the impact of the memorial or amenity/form of a location) and it would then be appropriate to consider limitations or a moratorium of future memorial installations at a particular location or area.
- 1.4. The City of Salisbury is committed to the provision of high-quality open spaces whilst also ensuring there are opportunities for appropriately designed memorials, and plaques that honour an individual, organization or event that is considered to be of benefit to the broader community.

2. Scope

- 2.1. This policy is applicable to all proposed memorials and plaques to be placed in any public open space within the City of Salisbury. All such memorials and plaques will be required to conform to this policy.
- 2.2. This policy replaces any previous approval or process in regard to the installation of memorials and plaques within the City of Salisbury.
- 2.3. Any alterations to or replacement of an existing memorial or plaque must comply with this policy.
- 2.4. This policy clearly identifies the types of works that will be accepted for memorials and plaques.
- 2.5. This policy does not prevent maintenance or conservation of any previous memorials and plaques that do not comply with this policy.
- 2.6. This policy is not applicable to privately owned property. It also does not apply to roads under the care and control of other groups (including Department of Infrastructure and Transport). Cemeteries within the City of Salisbury are also exempt in relation to process and implementation of plaques.
- 2.7. This policy does not cover signage, display boards or banners.

3. Legislative Requirements and Corporate Policy Context

- 3.1. Councils have authority to act in relation to temporary roadside memorials pursuant to the provisions of the Local Government Act 1999. In particular:
 - Chapter 2, The System of Local Government (Sections 6, 7 and 8 in respect to the principal roles, functions and objectives of a Council); and
 - Chapter 11, Part 2, Division 6, Control of Works on Roads (Sections 221, 229, 234 and 235 in respect to management of roads).
- 3.2. Section 221 (Alteration of Road) states that 'a person (other than the Council or a person acting under some other statutory authority) must not make an alteration to a public road unless authorised to do so by the Council'. Maximum penalty \$5,000.
- 3.3. A person makes an alteration to a public road if the person:
 - alters the construction or arrangement of the road to permit or facilitate access from an adjacent property; or
 - erects or installs a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or
 - changes or interferes with the construction, arrangement or materials of the road; or
 - changes, interferes with or removes a structure (including pipes, wires, cables, fixtures, fittings and other objects) associated with the road; or
 - plants a tree or other vegetation on the road, interferes with the vegetation on the road, or removes vegetation from the road.

4. Interpretation/Definitions

- 4.1. Memorial/Monument: for the purposes of this policy these will be considered as one and the same and are defined as an object (or collection of objects) designed to preserve the memory of a person, group, association, event or occasion.
- 4.2. Panel: refers to the group of staff assigned to assess all applications for Plaques and Memorials covered by this policy.
- 4.3. Park/Reserve: is a green public open space and includes parks, reserves and formal gardens.
- 4.4. Plaque: a flat tablet of metal that includes text and/or images that commemorate a person, an event and/or provide historical text or information relevant to its location. This could then be affixed to an object, building or pavement.
- 4.5. Proponent: the person or group who put forward a proposal for a memorial or plaque.
- 4.6. Public Art: Works of art in any media that have been planned and executed with the specific intention of being sited or staged in the physical public domain and accessible to the public.
- 4.7. Public Open Space: includes community land, road reserve and operational land owned by Council and any other land in Council's care, control or management.
- 4.8. Sculpture: including but not limited to representational, non-objective, contemporary and abstract pieces in a wide variety of artistic mediums such as metal, glass, bronze, ceramic, wood, etc. that meet the City of Salisbury's criteria for public art. It is preferable that artworks be integrated into a placement or setting.
- 4.9. Temporary memorial: Those memorials that are installed on an ad hoc basis in various locations within the city and without prior approval.

5. Policy Statements

General

- 5.1. The City of Salisbury will consider all application for plaques and memorials that comply to the following criteria:
- 5.2. An individual or Association that has contributed significantly to the cultural, political or social aspects of the City's development;
- 5.3. An individual or Association strongly linked to the City and its history;
- 5.4. A significant anniversary of an event unique to the City's history and development;
or
- 5.5. Historical or other information relevant to the site/location of the plaque.
- 5.6. A proponent can make a formal request that consideration be given for the placement of a memorial or plaque that does not meet the above the above stated criteria. These applications will be considered on an individual basis and will submitted to the Plaques & Memorials Panel (the Panel) for consideration.
- 5.7. No new memorial or plaque will be considered which commemorates a person, event or occasion already memorialised in the City of Salisbury unless there are exceptional circumstances. Special anniversaries may be acknowledged.

- 5.8. The City of Salisbury has final approval of appropriate site/s and will determine the exact location of any plaque or memorial.
- 5.9. All applications must comply with the process outlined in Appendix "A" of this policy.

5.10. Costs

- 5.10.1. Unless otherwise agreed, the proponents of the proposed memorial or plaque are required to pay for design, manufacture, installation, maintenance and repair to ensure adequate quality of care.
- 5.10.2. The City of Salisbury may consider contributing funds to a community memorial only when the memorial is for broad community purpose that marks an individual, organisation or event that has broadly impacted the community.
- 5.10.3. Where the City of Salisbury installs or contributes to a community memorial, consideration will be given to an ongoing maintenance budget to ensure adequate quality of care.

5.11. Sites

- 5.11.1. All proposed plaques or memorials must relate to and support their proposed site and/or community. The City of Salisbury has identified preferred areas for the placement of plaques or memorials within its city boundaries which complement the landscape. These are listed in Appendix "B".
- 5.11.2. The consideration of any memorial will take into account the number of existing memorials, artworks or other objects in the vicinity of the proposed new memorial or plaque.
- 5.11.3. Approval for a particular site will only be granted if it is consistent with Council's strategic development framework for that site and the proposed plaque or memorial being relevant to the site.

5.12. Approval

- 5.12.1. Approval must be sought and granted through the Panel prior to installation of any plaque or memorial.
- 5.12.2. Any existing plaque or memorial cannot be taken as a precedent for future approvals.
- 5.12.3. The Panel will be established comprising nominated representatives of the following departments as required; Community Development and City Infrastructure. Terms of Reference for this Panel are attached in Appendix "C".

- 5.12.4. The Panel will consider;
- All applications received for new plaques and memorials;
 - Requests to replace existing plaques or memorials damaged or otherwise degraded or require alterations; and
 - Removal, relocation and re-accession of existing plaques and memorials.
- 5.12.5. The Panel will respond in writing to all applications within 30 days of receipt. Additional time may be required to process applications that are of a complex or sensitive nature.

5.13. Right of Refusal

- 5.13.1. The City of Salisbury has the right of refusal.
- 5.13.2. A plaque /memorial will not be approved where there is a religious or political affiliation, and/or the proponent cannot prove to the Panel's satisfaction that the person, event or occasion commemorated has contributed significantly to the Salisbury community.
- 5.13.3. If in the opinion of the Panel the proposed plaque/memorial is considered offensive or has the potential to offend the application will not be approved.

5.14. Appeal Process

- 5.14.1. Any appeal made in relation to the outcomes of the approval process for plaques and memorials must be in writing and addressed to the Chief Executive Officer.
- 5.14.2. The Panel will respond in writing to all appeals within 30 days of receipt. Additional time may be required to process appeals that are of a complex or sensitive nature.

5.15. Community Consultation

- 5.15.1. The Panel during its deliberations regarding an application may request that a period of community consultation be undertaken by the proponent or on behalf of the proponent.

5.16. Design

Plaques

- 5.16.1. To signify or commemorate an individual, organisation, historic or civic occasion or to provide interpretative materials relevant to a nearby artwork, or feature. The specification of plaques is outlined in Appendix "D" of this policy.

Memorials

- 5.16.2. Memorials that have a significant financial burden for the City of Salisbury will be referred to Council for consideration.
- 5.16.3. Memorials should have timeless qualities and make a statement of significance to future generations. The specification of memorials is outlined in Appendix "D" of this policy.
- 5.16.4. The location under consideration for the memorial must:
 - Be an appropriate setting;
 - Convey specific geographic justification for the memorial's placement;
 - Contribute to the setting from a functional or design standpoint;
 - Not interfere with the underlying purpose of the area; and
 - Not obstruct (hinder) existing and proposed circulation and use patterns.

5.17. Temporary Memorials

- 5.17.1. It is not the intent of the City of Salisbury to prevent the installation of these memorials as they often arise spontaneously as a result of a tragic circumstances; however, controls do need to be put in place.
- 5.17.2. It is recognised that due to the circumstances from which these memorials arise the application of the de-accession procedures as outlined in Appendix "E" will be undertaken in a sensitive manner.

5.18. Register

- 5.18.1. The City Infrastructure department will keep a register of plaques and memorials as part of infrastructure management.

5.19. Ownership

- 5.19.1. All memorials or plaques placed in/or erected in open space by the City of Salisbury should be deemed to be under the unconditional control of the City of Salisbury and managed in accordance with a signed agreement or a lease between the proponent and the City of Salisbury.
- 5.19.2. If the memorial is a work of art accepted by the City of Salisbury, then it becomes part of the City of Salisbury's public art collection and maintained as part of this collection. Any memorial of this nature will be removed from the Register of Memorials.

5.20. Removal, Relocation and De-accession

5.20.1. All memorials or plaques installed on City of Salisbury land after the endorsement date of this policy that have not obtained the necessary approvals will be removed.

5.20.2. City of Salisbury will apply the de-accession procedures as outlined in Appendix "E" of this policy.

6. Related Policies and Procedures

6.1 Other City of Salisbury policies and guidelines that must be considered in association with this policy include but are not limited to:

- Cultural Strategy
- Corporate Signage Policy and Guidelines; and
- Specification for Salisbury Memorial Park.

7. Approval and Change History

Version	Approval Date	Approval By	Change
1	October 2005	Council	
2	October 2011	Council	
3	March 2011	Council	
4	May 2013	Council	
5	March 2015	Council (0239/2015)	
6	April 2017	Council (1721/2017)	
7	May 2019	Council (0166/2019)	
8	September 2021	Council (1099/2021)	
9	November 2023	Council (0524/2023)	

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

9. Review

E.g. This Policy will be reviewed:

- If a new Policy - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: Divisional Manager Community Planning
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au

Appendix A

Application and Approval Process

- Applications must be made in writing to the Community Planning Division, City of Salisbury. No application will be considered outside this process.
- Applications for new plaques and memorials should include all relevant details including;
 - o Name of the Proponent
 - o The type of plaque or memorial;
 - o Site/location for the project;
 - o Explanation of the significance and relationship to each site;
 - o Proposed text or images to be included; and
 - o Any other pertinent information.
- Applications for the replacement of existing plaques or memorials are required to conform to current design specification and guidelines.
- All applications will be assessed by the Plaques and Memorials Panel (the Panel) in relation to the policy and procedures outlined in this document.
- Applications will be forwarded by the Community Planning Division to the Panel members and any other relevant parties prior to the Panel meeting for comment. From that point on, a member of the Community Planning Division will liaise with the proponent of the memorial/plaque.
- During consideration of the nominated sites the Panel will consider the number of existing plaques and memorials, artworks, and other objects in the vicinity of the proposed new plaque or memorial.
- Approvals for applications that comply to the criteria will be made by the Panel. Approvals will be on the basis of majority agreement of the Panel.
- Requests for plaques/memorial that fall outside the criteria will be referred to the Chief Executive Officer for approval.
- Decisions will be confirmed in writing to the proponent and delivered through the Community Planning Division.
- An agreement in regards to payment, maintenance and damage will be developed following confirmation to the proponent, and in line with this Policy.

Appendix B

Designated Areas for the Placement of Plaques

(a) Salisbury Memorial Park

Situated on the corner of Spains Road and York Terrace, Salisbury the park has been designed to comprise open space, multiple rose gardens and green lawns so that it is perpetual record of the past and it showcases a history of hard working, community-minded people.

Memorials in the form of statues or monuments commemorating deceased individuals are encouraged to be located within the Salisbury Memorial Park, as the City's parks and open space should not duplicate the commemorative function of the Park.

(b) Parks and Reserves

The following are the parks and reserves identified as being the most appropriate locations for memorials and plaques within the City of Salisbury. However, where appropriate, consideration will be given to other major Council reserves.

(i) Pitman Park

The Volunteer Garden is a section of Pitman Park considered the most desirable and is a suitable location to acknowledge contributions made by a resident(s) or organisations that have contributed to the Salisbury Community via voluntary works. The Rose Garden will be excluded as this is a venue used for weddings and it is desirable that this area not contain any additional plaques or monuments.

(ii) Pioneer Park

The section of the park considered to be appropriate is the area surrounding the existing waterwheel museum and is a suitable location to acknowledge contributions made by early settlers (and their families).

(iii) Unity Park & Paddocks Wetlands

Suitable locations for the installation of plaques and memorials at these sites will be determined by City Infrastructure department, City of Salisbury.

(c) Historical Sites

These will be site specific and will provide interpretive information about the site or facility. These will be of an interpretive nature and design works will be developed for this type of signage appropriate to each location. Memorials can be developed that reflect or provide information about the significance of this site.

Appendix C

Terms of Reference Plaques and Memorials Panel

- The Plaques and Memorials Panel (the Panel) will meet as required.
- Approvals for applications that comply with the criteria will be considered by the Panel. Approvals will be on the basis of majority agreement of the Panel.
- Reports will be submitted to the Executive detailing applications received and approvals for endorsement as required.
- The Panel will report and make recommendations to the Chief Executive Officer, regarding applications received that do not fit within the guidelines as per the appeals process detailed within this Policy.
- A report will be prepared outlining the decommissioning of plaques and memorials to the Urban Services Committee for endorsement as required.

Appendix D

Specifications for Plaques & Memorials

(a) Metal plaques

Plaques are to be installed flush with adjacent surfaces in parks, streets or flat on masonry surfaces.

Text should be brief and, in a language accessible to the public and should avoid use of jargon or acronyms.

(i) Plaque Development

- Text should be written following research from a wide range of authoritative sources and be verified by a qualified historian, Elder or Cultural Leader when in relation to a location or past facility.
- Proofing and checking will be undertaken by the City of Salisbury. If a graphic image is utilised the amount of text will be reduced.
- Any sponsorship recognition will be through use of approved wording or logo should take up no more than 10% of the overall plaque design.
- The proponent must meet all costs associated with design, manufacture and installation of the plaque or memorial. In some instances a contribution toward maintenance will also be a condition of approval.
- The City of Salisbury will manage the design, manufacture and installation of the plaque and costs incurred by proponent.
- Payment in full will be required prior to the commencement of work.

(ii) Design and installation specifications

- 250 mm maximum wide.
- Acid etched black paint fill.
- Four pins on back for installation or other method of anchoring plaque.
- No varnish.
- A border of clear space of at least 30 mm should be left around edge of plaque.
- A small amount of text, and it should be centred. Consideration can be given to justified left text if there is a lot of text.
- Small logos may be used if appropriate.
- Maximum text of 120 words and should be in a language that is accessible to the public.
- Proofing and checking is required to be undertaken by the proponent.
- Installation to be flush with pavement, masonry or grass. Preference is given to installation into a hard surface for maintenance purposes. Installation into grassed area the plaque has to be inserted with a minimum 50 mm wide skirt of concrete.

(b) Memorials

- The memorial should be designed by a qualified professional in the field appropriate to the size scale and complexity of the proposal.
- If the memorial is a work of art (as defined by Public Art) and the City of Salisbury has contributed funding then it becomes a part of the Council art collection, and maintained as part of the collection. In this case the City of Salisbury will assume responsibility for commissioning documentation and construction contracts, and managing the construction or the commissioning of artworks. The development of significant memorial will request community consultation to be undertaken and the format of the consultation must comply with the City of Salisbury community consultation strategy. The cost of the consultation will be borne by the proponent.

(c) Use of Infrastructure for Memorials

- The use of sections of pathway, tables, chairs can be used for the purposes of memorials within parks, reserves or open spaces within Salisbury however these will need to comply with the specifications set by Council.
- Use of barbecues, buildings, shade covers, picnic shelters, retaining walls, will not be considered for the purposes of memorials within parks, reserves or open spaces within Salisbury.
- The use of tree(s) for memorials will not be considered, however tree(s) planted as part of the memorial may be considered.

Appendix E

De-accessioning Procedures

(a) Long term memorials

- Memorials and plaques do have a finite life and, while every reasonable effort will be made to extend the life of these structures, the City of Salisbury cannot guarantee that a memorial or plaque will remain at the designated site indefinitely.
- A memorial or plaque will be guaranteed to be located at the designated site for a period of not less than five (5) years from the time of installation with the following exceptions the:
 - o area in which the item is sited is to be redeveloped;
 - o use of the area in which the item is sited changes significantly in character and the item is not deemed suitable for the site; or
 - o structure or support on which the item is located is to be removed or permanently altered.
- Existing memorials or plaques may have fallen into disrepair or the site may no longer be suitable and de-accessioning may be required. This will be based on the following:
 - o condition of the installation;
 - o cost of maintenance;
 - o cost of repair; or
 - o site no longer suitable.
- Prior to de-accessioning every responsible attempt will be made by the Council to contact the proponent. Options will be provided to the proponent which will include:
 - o repair of the work to be borne by the proponent;
 - o relocation of the work to an appropriate alternate site, costs of relocation will need to be negotiated;
 - o negotiation of maintenance payment and development of modified maintenance schedule; and o lastly, removal and disposal of work.

(b) Temporary memorials

- Can be displayed for a maximum of 3 months, after which time the memorial may be removed.
- Where possible, the next of kin will be contacted by Council Staff and advised of the intention to clear the site and provide the opportunity for the installation of a permanent plaque or memorial in accordance with this policy.
- Permanent memorials need to be referred to the Cemetery in the first instance.
- Where a permanent plaque is located at the site of the accident, on the anniversary of the death an application can be made to enable fresh flowers to be located near the plaque. Removal of flowers will be done between 7 to 10 days after the anniversary date.