



Name	INF03 Roadside Memorials and Roadside Monuments
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	17/01/2018
Review Date	16/01/2022

1. Purpose

This policy sets out what are considered as acceptable roadside memorials and roadside monuments and the conditions under which a memorial or monument can be placed on a Council road.

2. Scope

This policy applies to all roadside memorials and roadside monuments within the municipality on Council roads.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Council Road	Refers to a road as defined pursuant to Part 12.3 of the Local Government Act.
Responsible Party	Refers to the individual applying for the installation of and holding long-term responsibility for a roadside memorial.
Road	Refers to the road reserve, that is the area of land between the boundaries facing properties that include roadways, footpaths and landscaping, as well as any Council off-street car parks.
Roadside	Refers to the area of the road reserve that is not part of the vehicle carriageway or road shoulders.
Roadside Memorial	Refers to items temporarily placed within Council's road reserve in order to memorialise an individual following a fatal road crash within the municipality.
Roadside Monument	Refers to a permanent plaque placed within Council's road reserve in order to memorialise an individual following a fatal road crash within the municipality.

4. Policy Statement

This policy ensures that any roadside memorials and roadside monuments are placed in a safe area within the road reserve so as not to obstruct the use of the road by pedestrians, cyclists, or motorists, whilst being sensitive to the views of direct property owners, neighbours, and families.

4.1. Eligibility for Roadside Memorial or Roadside Monument

A roadside memorial or roadside monument will only be considered for a fatal road crash within the municipality.

4.2. Requirements

- 4.2.1. Only one roadside memorial or roadside monument will be permitted per fatality.
- 4.2.2. A responsible party shall make a written application to Council for a Roadside Memorial or Roadside Monument Permit. The application shall include details of the proposed memorial design. Should the responsible party for the roadside memorial wish to alter the memorial in any way, the responsible party must amend their original application and seek approval from Council to ensure the alterations are in accordance with this policy.
- 4.2.3. The cost of any roadside memorial or roadside monument is the responsibility of the responsible party.
- 4.2.4. Roadside memorials will be considered for installation for a period of 14 months. Roadside monuments will be considered for permanent installation.
- 4.2.5. Roadside memorials may consist of a plaque or religious symbol and shall adhere to the following design requirements to ensure the safety of road users and to ensure the memorial is not a visual distraction to road users:
 - 4.2.5.1. Constructed from pieces of timber 40mm x 19mm.
 - 4.2.5.2. Have dimensions of not more than 600mm above ground level or 400mm wide.
 - 4.2.5.3. Painted white and be non-reflective.
 - 4.2.5.4. Located preferably within 1m of a property boundary, while ensuring sensitivity to neighbouring property owners.
 - 4.2.5.5. Located at least 1m from the line of any guidepost and from the edge of any driveway crossover or footpath.
 - 4.2.5.6. Not be located:
 - where they may obstruct the role of any traffic control item;
 - on traffic islands, medians, or roundabouts;
 - within 30m of traffic signals,
 - on any roadside structure, or

- in close proximity to residential dwellings,
- 4.2.5.7. Not include memorabilia such as artificial flowers, toys, pot plants, shoes, clothing, glass of any kind, drink cans, etc.
- 4.2.5.8. Not include any footings, decorative kerbing, rocks, bricks, or fencing.
- 4.2.6. Roadside monuments are required to be a plaque mounted on a concrete footing flush with the ground surface.

4.3. Installation

Council may install or assist in the installation of approved roadside memorials and roadside monuments, ensuring placement in accordance with Council requirements. Should the responsible party undertake installation of the roadside memorial or roadside monument, a Works within a Road Reserve Permit must be obtained from Council to ensure the safety of the individual and other road users.

4.4. Maintenance

Council does not accept responsibility for the maintenance of any roadside memorial or roadside monument, or the loss, damage, removal, or relocation of roadside memorials or roadside monument that may occur due to road maintenance, construction activities, or vandalism.

Council will continue to perform all construction and maintenance works required within road reserves that contain roadside memorials and roadside monuments. Where works may affect the ground on which an approved roadside memorial or roadside monument is located, the memorial or monument will be carefully shifted away from the area for the duration of works and then reinstated as close as practical to the original location at the conclusion of works.

Should the responsible party wish to undertake maintenance works on the roadside memorial or roadside monument, a Works within a Road Reserve Permit must also be obtained from Council to ensure the safety of the individual and other road users.

4.5. Removal Procedure

Any roadside memorial presenting a safety hazard, any unapproved roadside memorials, roadside memorials installed not in compliance with this policy, and roadside memorials in a poor state of repair will be removed by Council without notice.

For all other approved roadside memorials, approval from Council will be considered to be valid for 14 months, at the expiration of which, a notice will be placed on the memorial indicating that the responsible party has 30 days to remove the memorial or it will be removed by Council at the end of the 30 days.

Roadside monuments may be removed due to required changes in road design that conflict with the placement of the monument; however, effort will be made to maintain the monument as far as possible.

4.6. Memorial Register

A Memorial Register will be maintained containing contact details for the person responsible for the erection of the roadside memorial.

5. Associated Documents

Nil.

6. References and Legislation

Northern Territory Local Government Act

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
28/01/2009	Approved
11/10/2012	Reviewed and Approved.
17/01/2018	Updated.