

FILE NO: PSC2008-1759

TITLE: PARKS AND ROADSIDE MEMORIALS POLICY

POLICY OWNER: ASSETS SECTION MANAGER

1. PURPOSE:

1.1 To establish a framework that provides Council's position on memorials such as crosses, plaques and the placement of tributary items such as flowers, cards and photographs erected on roadsides, as well as memorials such as seats, plantings and plaques within parks.

2. CONTEXT/BACKGROUND:

- 2.1 Requests for memorials are becoming more prevalent with the changing cultural practices relating to the memorialisation of the deceased.
- 2.2 Roadside memorials symbolically mark a location where a person has died as a result of a motor vehicle crash or other road related incident. Structures such as crosses or objects such as wreaths, cards, photographs and ornaments are often placed as close as possible to the location of the crash.
- 2.3 Park memorials are a way of recognising the community's connection with parks. Memorials may add to the cultural and heritage value to the landscape and can help educate the public about significant people and events connected with parks and reserves.

3. SCOPE:

3.1 The placement of roadside memorials is a matter for individual families. Council respects the wishes of families wanting to place memorials and will provide sympathetic advice for people making enquiries of this nature.

3.2 Road Reserve

3.2.1 Council does not encourage the placement of roadside memorials and tributary items, and will not install or maintain memorials on behalf of families or individuals. However, this policy does recognise the social and community benefit of memorials and will approve them if undertaken safely as per the Roadside Memorials Assessment Process, Assessment of Roadside Memorials Guideline and Assessment Template.

3.2.2 Roadside memorials include:

- Crosses
- Wreaths
- Cards
- Photographs
- Ornaments

3.3 Parks

3.3.1 Council provides a framework which allows families or individuals to place memorials within Council owned or managed parks and reserves. The placement of memorials within Councils Parks and Reserves will be managed in accordance with Park Memorial Guidelines and the Park Memorial Application Process.

3.3.2 Park Memorials include:

- Seats
- Seats with plaque
- Trees
- Trees with plaque

4. DEFINITIONS:

4.1 An outline of the key definitions of terms included in the policy.

Memorial	An object established in memory of a person or event.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images, which commemorate a person or an event and/or provide historical text or information relevant to its location. Such tablet to be affixed to an object, building or pavement.

5. POLICY STATEMENT:

5.1 Council recognises the social and community benefits of memorials in our parks and roads.

Council shall:

- 5.2 Recognise the deep emotions attached to memorials and to be sensitive in dealing with the issues regarding their location within or adjacent to Council’s parks and roads.
- 5.3 Provide consistent information on the placement, modification, relocation or removal of memorials.
- 5.4 Limit Council’s exposure to the potential road safety and public liability risks memorials.
- 5.5 Follow the relevant guideline in the assessment of memorials.

6. POLICY RESPONSIBILITIES:

- 6.1 Civil Assets Planning Coordinator – Responsible for the overall implementation of the policy for roadside memorials.
- 6.2 Community and Recreation Coordinator – Responsible for the overall implementation of the policy for park memorials.

7. RELATED DOCUMENTS:

- 7.1 Assets Management Policy.
- 7.2 Guideline – Assessment of Roadside Memorials.
- 7.3 Roadside Memorials Assessment.

CONTROLLED DOCUMENT INFORMATION:

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Process owner	Assets Section Manager		
Author	John Maretich		
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Adoption date	28/01/03		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1	28/01/03	Phil Buchan	Roadside Tributes and Memorials Policy	24
2	14/09/10	John Maretich	Roadside Memorials Policy	280
3	08/09/15	John Maretich	Updated Roadside Memorials Policy to incorporate Brand Identity Style Guide V1.0 and introduced parks memorials into the previous Roadside Memorials Policy	268
4	24/04/18	John Maretich	Global Review and updated to policy to new Policy Template. 3.3.2 - Removal of Plaques 7 - Addition of 7.1 and Removal of Assessment and Maintenance of Roads Policy & Assessment and Maintenance of Footpath and Cycleways Policy. Following Public Exhibition 1 Submission was received and comments noted. No change to content of policy however formatted to reflect new template.	095
5	10/07/18	John Maretich	Endorsed by Council at Ordinary Meeting 10/07/18	208