

Roadside Memorial Policy

Council Policy



Owner	Elected Members		
Responsible Officer	Director Community Development		
Decision Number	R-132-2025		
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1 Purpose

The purpose of this policy is to provide guidance to the community around the erection and management of roadside memorials on roads under the care and management of Alice Springs Town Council (Council).

2 Definitions

For the purpose of this policy, the following definitions apply:

Term	Definition
Active transport	Relates to physical activity undertaken as a means of transport. It includes travel by foot, bicycle, motorised scooters, and non-motorised vehicles.
Memorial contacts	Primary and secondary contact stated in Council's Roadside Memorial and Permanent Monument application form.
Council controlled road	A road or road reserve as per section 270(1) of the <i>Local Government Act 2019</i> , under the care and management of Alice Springs Town Council.
Fatal traffic collision	A traffic collision resulting in a human fatality from a vehicle, pedestrian, animal, road debris, stationary object or infrastructure.
Permanent marker	A permanent plaque or symbol placed alongside a Council controlled road to memorialise a fatal traffic collision.
Roadside memorial	Objects placed by members of the community alongside a Council controlled road, either as a temporary memorial or permanent marker , to commemorate or memorialise a road fatality at or near the site where the fatality occurred.
Temporary memorial	Objects or structures temporarily placed alongside a Council controlled road to commemorate a life lost in a fatal traffic collision.
Traffic control item	Tools and devices used to regulate, warn and guide traffic inclusive of but not limited to: traffic signs, signals, road markings, and barriers.

3 Policy Statement

Council aims to assist family and community members of those affected by a fatal traffic collision through the erection of roadside memorials on Council controlled roads, as a means of commemoration and tribute.

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3.1 Principles

3.1.1 Council endeavours to approach and treat all roadside memorials with respect, sensitivity, compassion and empathy, acknowledging the significant importance to family, friends and the community.

3.1.2 Roadside memorials may only be located within the parameters outlined in 3.3.

3.1.3 A total of one roadside memorial may be installed in association with the fatal traffic collision.

3.1.4 Council is not responsible for the cost of installation and maintenance of roadside memorials and does not accept responsibility for the security of any items, or damages.

3.1.5 It is the responsibility of the applicant to ensure all contact details on the application form are current, updated and correct.

3.1.6 Persons installing or visiting roadside memorials do so at their own risk.

3.2 Application for the Erection of a Roadside Memorial or Permanent Marker

Applications for the erection of a roadside memorials can only be processed through Council, by the submission of a *Roadside Memorial application form*. All application details will be stored by Council in an internal register, which will include:

- location
- date of approval
- due date for removal (as applicable)

3.3 Roadside Memorial Requirements

3.3.1 Temporary Memorials

A temporary memorial site can reach a maximum area of 850mm above ground level, 500mm wide and a depth of 400mm. The erection of these memorials should be temporary in nature and constructed of materials which will not cause injury if struck by a vehicle, or any means of active transport.

The memorial area can include a temporary plaque or symbol, as well as other items to commemorate the person, including but not limited to flowers, toys, clothing items and pot plants. All items in a roadside memorial are to be securely attached to prevent them from becoming loose and creating a safety risk.

A Temporary memorial is valid for up to 16 months from the date Council approves the application.

3.3.2 Permanent Markers

Individuals may apply for a permanent plaque or symbol for Council consideration at any time, provided they meet the requirements outlined in Section 3.3 of the policy. One permanent marker is considered in respect to the associated traffic fatality and Council is not responsible for installation, maintenance or costs of any items under 3.6 of the policy. In accordance with Section 3.1.2, a temporary memorial and permanent marker are not permitted to exist simultaneously. However, an approved temporary memorial may remain in place, provided it meets all requirements under this policy, while an approved permanent marker is in progress. For permanent marker enquiries, the public or memorial contacts are encouraged to contact Council directly.

3.3.3 Temporary Plaques or Symbols and Permanent Markers

If a plaque or symbol is included in the memorial site, the maximum measurements must reflect:

- A5 size for plaques
- A4 size for symbols

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If memorial items are located on or next to a tree, items must be secured in a manner that does not harm the tree. Ribbons, string, and zip ties may be appropriate.

A temporary memorial or permanent marker **must not**:

- be secured to trees using nails, screws or staples
- include any reflective paint or materials, breakable or flammable items, or any form of lighting
- interfere with, or impede traffic, including the obstruction of any traffic control item
- cause distraction or otherwise be hazardous to road users
- prevent maintenance of the road reserve. Use star pickets, or other objects that could be easily used as a weapon.

3.4 Memorial Location Criteria

A roadside memorial is to be located at the immediate site of the fatal traffic collision, in an area that doesn't impose a safety risk to the area, road users or the community. If required, the memorial can be located at the closest and safest location which adheres to the below parameters.

A roadside memorial **must not be located**:

- within 1.0m from the edge of any public access way or footpath
- in the absence of footpath or kerb, within 4.0m from edge of bitumen
- in proximity to residential dwellings where it may cause concern to residents
- on traffic islands, medians or roundabouts
- on landscaped verges
- within 30 metres of traffic signals.

3.5 Removal and storage

3.5.1 Removal of any Roadside Memorial

Memorial contacts will be issued a *Notice of Intent* for a temporary or permanent removal under the following circumstances:

- if either memorial does not comply with this policy
- due to poor state of repair
- when the temporary memorial is at the expiration of 16 months from the approval of installation by Council
- if the memorial is unauthorised under this policy.

Director Community Development or an appropriate delegate must provide approval prior to any temporary or permanent removal of a roadside memorial by Council.

3.5.2 Temporary removal

If Council is required to temporarily remove a roadside memorial due to roadworks or maintenance, Council will inform the memorial contacts and it will be replaced back on site when safe to do so, or at a nearby location as appropriate with appropriate consultation. If a memorial presents as a safety hazard, Council exercises the right for immediate removal or relocation. Council will initiate communication with the memorial contacts within three business days of removal to discuss safety concerns and alternative locations or materials.

If Council is made aware of an unauthorised roadside memorial, an attempt to locate an appropriate contact will be made to advise on an application submission. If no further action has occurred within a 14 day period

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of initiating a contact, Council will place a Notice of Intent at the site, and provide 30 days' notice of its removal.

If a memorial does not comply with the policy, Council will issue a *Notice of Intent* to the memorial contacts to rectify the issue. If no changes have been made within a 14 day period, Council reserves the right to the remove the memorial. Clause 3.3.4 will apply for storage for any temporary removals

3.5.3 Permanent removal

When a temporary memorial has reached its 16 month expiration, Council will issue a *Notice of Intent* to the memorial contacts to advise a removal is required. Council will provide 30 days' notice to allow appropriate time for immediate family and friends to facilitate this, however, if the memorial remains past the date specified on the notice, Council will commence the removal process.

3.3.4 Storage of memorial items

All memorial items will be stored at a suitable location, with photos for a two-month period. The memorial contacts are to collect the items, unless evident permission has been given for other person(s) to do so. When memorials are removed for any circumstances under clause 3.5.1, all necessary attempts will be taken to contact the memorial contacts for the collection of items.

4 Responsibilities

- Director Community Development is responsible for the oversight of this policy.
- Manager Rangers is responsible for the implementation of this policy.
- Technical Services is responsible for assessing the design elements of permanent markers, ensuring they align with any relevant legislative obligations.

5 Related Legislation and Documents

- *Alice Springs (Management of Public Places) By-Laws 2009*
- Erection of Roadside Memorial/ Permanent Marker – Application Form
- Notice of Intent - Form

6 Communication and Training

Will this policy be communicated through consultation to teams?	Yes
Where will this policy be available?	Council Website
Will training needs arise from this policy? If yes, who will be responsible.	Manager Rangers