

ROADSIDE MEMORIALS POLICY

Policy Number:	4.3.2
Approved by:	Council
Date Approved:	December 2024
Date of Next Review:	December 2026
Applicable to:	Built Environment and Assets and Projects Business Units
Responsible Officer:	Manager Built Environment
Related Policies:	Place and Feature Naming Policy
Related Documents:	Nil
Statutory Reference:	Nil

OVERVIEW

The purpose of this policy is to establish a framework for the installation, construction and placement of roadside fatality memorials on roads for which Wellington Shire Council is the Coordinating Authority. It follows from the VicRoads Roadside Memorial Policy 2015, which covers Roadside Memorials on roads for which VicRoads / Regional Roads Victoria is the Coordinating Authority.

THE POLICY

Council will use the following framework in relation to the installation, construction and placement of roadside fatality memorials on roads for which Wellington Shire Council is the Coordinating Authority.

A roadside memorial is any object constructed, erected or placed on the road or within the road reserve to commemorate/indicate a road fatality. Memorials can include items such as wooden crosses, coloured posts, flowers or any type of construction with or without plaques or inscriptions.

Applications for temporary memorials less than 12 months should be submitted in writing to the Manager Built Environment for consideration.

Applications for longer-term memorials more than 12 months should be submitted in writing to the Place Names Committee.

Permanent roadside memorials are not encouraged, and a transitional approach will be considered to meet the needs of individuals and the broader community. The transition may include relocating a memorial to an appropriate longer-term location with significance to the family, outside of the road reserve. All requests for longer-term memorials require Council approval.

When considering requests, the following criteria will be considered.

Location

The safety of road users in addition to those who place and visit roadside memorials are both considerations for an appropriate location of a roadside memorial. The following factors are relevant the location of memorials:

- A memorial should be located in a position where it will not distract drivers' attention or interfere with the role of any traffic control item.
- A memorial should be located such that visitors can safely access the memorial and continue to be safe in the time spent there.

- The locations of the memorial should be such that appropriate maintenance within the road reserve can be undertaken, without causing interference, risk or damage to the memorial

Design and Construction Standard

A memorial must be constructed of material or installed in a way that will not cause injury if struck by a vehicle. Where a memorial incorporates a plaque, it should ideally be placed horizontally as close to the surface level as possible. Flowers or other mementos must be secured at the memorial site to prevent potential road safety hazards.

Where requested, applications must be supported by a site-specific design and risk assessment completed by an appropriately qualified and experienced engineering professional in line with current industry standards and guidelines.

Other

- Objection received from nearby residents or the broader community regarding a roadside memorial, including the activity of visitors to the memorial, should be carefully considered. Any actions as a result will be made in consultation with the roadside memorial applicant.
- Applicants should be advised that the Wellington Shire is not able to accept responsibility for the maintenance of memorials, or any loss, damage, removal or relocation of roadside memorials that may occur due to road maintenance or construction activities.

REVISION HISTORY

VERSION	DATE	SUMMARY OF CHANGES
1.0	December 2022	No changes applicable at this review
1.1	December 2022	Date of Next Review updated to: December 2024 Minor formatting changes Change for longer term memorials to be referred to the Place Names Committee
1.2	December 2024	Date of Next Review updated to: December 2026