

## Roadside Memorials

<b>Responsible Directorate:</b>	<i>Assets</i>
<b>Responsible Service Unit:</b>	<i>Asset Maintenance</i>
<b>Contact Person:</b>	<i>Manager Assets Maintenance</i>
<b>Date of Approval:</b>	12 June 2023
<b>Council Resolution No:</b>	CE03-06/23

### 1. POLICY STATEMENT

The purpose of this policy is to determine and provide detail on how the City shall deal with requests for the installation of Roadside Memorials and how to deal with existing or recently installed memorials.

### 2. OBJECTIVE AND PURPOSE

#### Objective

The objective of this Policy is to ensure the types of Roadside Memorial installed on the road reserve to commemorate the life of a family member or friend who has lost their life are managed in accordance with the conditions of this Policy and as documented within the associated guideline document Administration of Roadside Memorials Management Procedure.

#### Purpose

The purpose of this Policy is to ensure a consistent approach is applied on requests for roadside memorials and the management of roadside memorials that are requested or placed on the City's road reserve.

### 3. SCOPE

This Policy applies to any individual seeking to install memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City. Each request will be dealt with in accordance with the Administration of Roadside Memorials Management Procedure.

### 4. IMPLICATIONS

This policy supports the following goals of the Strategic Community Plan:

- Priority 5.3: Manage and maintain assets

Effective administration of this Policy can be carried out with existing resources.

## 5. IMPLEMENTATION

A Roadside Memorial can be described as an object or image constructed, erected planted painted or placed within a Road Reserve in honour of family or friends whose lives have been lost on the road or reserve.

Family and friends may wish to commemorate the death of a loved one with the installation of memorial at the site of the accident. This can not only assist with the grieving process, but also delivers a powerful road safety message to road users.

This Policy recognises the demand for memorials, but also seeks to ensure road safety and residents wishes are considered. This includes visual distractions to motorists, physical objects that could harm road users and potential for movement of personal items into the road. The safety of pedestrians visiting the memorial in close proximity is also considered.

The City will:

- Be considerate and respectful of the needs of persons wishing to install memorials;
- Approve the placement of memorials for a maximum period of five years;
- Supply memorials (refer to the document; Guidelines for Administration of Roadside Memorials);
- Install or assist with the installation of memorials at suitable locations;
- Not accept responsibility for the security or maintenance of memorials;
- Remove any memorials not conforming to the Policy or Guidelines;
- Not approve or provide memorials for animals; and
- Will only approve memorials or provide memorials for accident sites where fatalities have occurred.

Requests for roadside memorials as well as the management of existing memorials on all road reserves that are the responsibility of the City of Wanneroo will be dealt with in accordance with the City of Wanneroo document “Guidelines for Administration of Roadside Memorials”.

Requests for memorials on roads managed by Main Roads WA (MRWA) shall be referred onto (MRWA) to deal with in accordance with their Policy-.

Requests for memorials on roads within the Yanchep National Park shall be referred to the Department of Environment and Conservation.

## 6. ROLES AND RESPONSIBILITIES

- **Assets Maintenance** – Responsible for assessing new applications on or adjacent to public road reserves and maintenance around existing roadside memorials
- **Infrastructure Capital Works** – Responsible for actioning roadside memorials around construction works
- **Parks & Conservation Management** – Responsible for assessing tree/plant applications
- **Customer and Information Services** – Responsible for providing customer information and advice as first point of contact

## 7. DISPUTE RESOLUTION

All disputes regarding this policy will be referred to the Director Assets in the first instance. If an agreement cannot be reached, the matter will be submitted to the CEO for decision.

## 8. EVALUATION AND REVIEW

This Policy is to be reviewed every four years to confirm the effectiveness in managing community requests for the installation of roadside memorials and the effectiveness in managing existing roadside memorials.

## 9. RELATED DOCUMENTS

Administration of Roadside Memorials Management Procedure  
 AM\_013 – Management of Roadside Memorials (high level)  
 AM\_014 – Identification of Owner of Roadside Memorial  
 AM\_015 – Create a Roadside Memorial  
 AM\_016 – Review and Remove a Roadside Memorial

## 10. REFERENCES

This Policy is based on the Main Roads - Roadside Memorials Policy and Guidelines.

## 11. RESPONSIBILITY FOR IMPLEMENTATION

Manager Asset Maintenance

Version	Next Review	Record No:
IN04-06/12 – 26 June 2012	June 2014	13/22783
19 September 2017 – CE01-09/17	September 2020	13/22783v2
2 June 2020	June 2023	13/22783v3
June 2023	June 2027	13/2278v4