Central Coast Council

Roadside Tributes Policy

Date Adopted: **XX/XX/20XX**
Revision: **X**

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1. Policy Objectives

1.1. This Policy provides advice and guidance to family members and individuals who wish to place a roadside tribute, in memory of a loved one lost due to road trauma on local roads.

1.2. This Policy only applies to roads under the management of Central Coast Council (**Council**).

1.3. The Policy ensures that roadside tributes are placed and maintained in a manner that is safe for all road users while being respectful to grieving families and the broader community.

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2. Policy Scope

2.1. The scope of this Policy includes:

2.1.1. management of the installation, removal, or relocation of roadside tributes.

2.1.2. a consistent approach to ensuring roadside tributes are not located in a position that is hazardous to road users, those visiting a tribute site or adjacent property owners.

2.2. This Policy does not include memorials on Council's public places. Refer to Council's Memorials in Public Places Policy

2.3. This Policy does not include roadside tributes on state roads, such as Central Coast Highway. These should be referred to Transport for NSW for their consideration.

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3. Policy Statement

3.1. While not encouraging the practice, it is recognised as a part of the grieving process for the loss of life of a person involved in road trauma. Council respects wishes and will provide sympathetic advice for those seeking it.

3.2. Council acknowledges the placement of such tributes on its road reserves and aims to assist family members and individuals to place a roadside tribute in an appropriate location based on the conditions set out in this Policy.

3.3. Roadside tributes may include the affixing of items such as flowers or memorabilia within the road reserve.

3.4. Council has powers pursuant to the *Local Government Act 1993* (LG Act) and *Roads Act 1993* (Roads Act) to regulate the use of its road reserves.

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4. Placement of Roadside Tributes

4.1. Family members or individuals wishing to erect a roadside tribute are required to complete Placement of Roadside Tribute form and submit it to Council. A copy of the form can be found on Council's website.

4.2. Roadside tributes may be placed without formal approval but must be registered with Council for record keeping purposes.

4.3. Only one tribute per loved one/person is permitted.

4.4. Any individual wishing to erect a roadside tribute is encouraged to discuss with the family members, prior to placement.

4.5. The roadside tribute must:

4.5.1. consist of frangible materials such as flowers and/or memorabilia.

4.5.2. be secured to prevent dispersion by weather conditions.

4.5.3. be located in a position that does not obstruct pedestrians, or pose a risk to other road users by distracting drivers' attention .

4.5.4. not exceed a height of 500mm and width of 400mm.

4.5.5. not be attached to adjacent private property fencing, unless agreed to by the property owner.

4.5.6. not be constructed of materials that could cause a hazard to road users.

4.5.7. not have lighting or contain fluorescent materials.

4.5.8. not have metal or stone components.

4.5.9. not interfere with the role of any traffic control device i.e. roundabouts, or traffic signals.

4.6. The location should not unreasonably detract from the amenity of the local area or seriously detract from the reasonable quality of life expected by adjacent landowners or property owners, with consideration to nearby residents, who may have also experienced trauma.

4.7. Noise should be kept to a minimum when visiting the roadside tribute. No loud music or amplification is permitted.

4.8. A roadside tribute must not restrict access for utility or emergency services users or prevent appropriate maintenance of a road reserve.

4.9. Individuals erecting or visiting a roadside tribute do so at their own risk.

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5. Maintenance and Duration

5.1. The maintenance of roadside tributes is the responsibility of the family or individual who placed them.

5.2. Tributes should be kept in good condition.

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5.3. If Council deems a tribute is damaged, unsafe, poses a hazard or is unsightly, Council may remove it or request the family to maintain or remove it.

5.4. Tributes will be permitted for a period of up to 13 months from the date of placement. Should tributes remain after this period, Council may contact the family to discuss removal or alternative commemoration options.

6. Relocation and Removal

6.1. During Council roadworks and/or roadside maintenance, a roadside tribute may need to be moved or relocated. If this is required, Council will aim to contact the family or persons responsible for placing the tribute and advise them of the proposed work and the need to relocate. Consideration will be given on the family's views on how best to reinstall or relocate the tribute.

6.2. If there are community concerns regarding a tribute or its location, it may be removed or relocated. These concerns may arise from Council staff, other road authorities or as a result of representations from the public. Council will aim to discuss these concerns with the family to reach agreement regarding the action to be taken, and whether it should be carried out by Council or the family.

6.3. Whilst undertaking removal or relocation, Council staff and/or contractors will make every effort to return any materials removed to the family in an appropriate manner, time, and place.

7. Responsibilities

Compliance, monitoring and review

7.1. The following staff have identified roles under this Policy:

Unit Manager Engineering Services or their delegate

7.1.1. Maintaining the register of roadside tributes.

7.1.2. Reviewing and maintaining this Policy.

Reporting

7.2. No additional reporting is required.

Records management

7.3. Staff must maintain all records relevant to administering this protocol in accordance with Council's Information and Records Management Policy.

8. Policy Definitions

Council	means Central Coast Council
Individual (s)	means a single human being, as distinguished from a group.

Public Road	means any road that is opened or dedicated as a public road under the *Roads Act 1993* or any other Act or law and includes: • The land adjoining a road commonly referred to as the road verge or roadside reserve, • A bridge, culvert or causeway; or • A laneway, walkway or cycleway. Does not include a classified road under the control of Transport for NSW such as Central Coast Highway.
Road reserves	means the area between property boundaries that can be made up of road, verges, cycle lanes, footpaths and other areas constructed for public travel.
Roadside Tribute	means an object to commemorate a death on a Council Road which is placed within a road reserve. Tributes may include the affixing of items such as flowers or memorabilia to existing infrastructure or vegetation within the road reserve.



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9. Policy Administration

Business Group	Infrastructure Services
Responsible Officer	Unit Manager Engineering Services
Associated Procedure (if any, reference document(s) number(s))	Nil
Policy Review Date	Four years from date of adoption unless legislated otherwise
File Number / Document Number	D16654928
Relevant Legislation (reference specific sections)	This Policy supports Council's compliance with the following legislation: ▪ *Local Government Act 1993* ▪ *Roads Act 1993*
Link to Community Strategic Plan	Theme 1: Belonging **Goal A: Our community spirit is our strength** B-A2: Celebrate and continue to create opportunities for inclusion where all people feel welcome and participate in community life.
Related Policies / Protocols / Procedures / Documents (reference document numbers)	▪ Information and Records Management Policy (D14025241) ▪ Code of Conduct (D16000605)

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10. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
Nil	Nil	Nil

11. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	17 February 2025	New policy created
2	19 February 2025	Minor review addressing feedback from Council's Governance and Road Maintenance Units
3	28 February 2025	Minor review addressing feedback from Council's Traffic Team

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