



**ACT**  
Government

# Roadside and Urban Open Space Memorial Policy

TRANSPORT CANBERRA AND CITY  
SERVICES

2019

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## Document Information

### **Review and Approval**

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### **Version Control**

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Please note: The current version of this document is on the Transport Canberra and City Services websites: [www.transport.act.gov.au](http://www.transport.act.gov.au) and [www.cityservices.act.gov.au](http://www.cityservices.act.gov.au). Printed copies may be out of date, please check before using.

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## Introduction

### Purpose

This policy provides guidance to Transport Canberra and City Services (TCCS) staff and the community on the management of roadside and open space memorials placed on public lands in the ACT. Memorials in urban open spaces provide opportunities to acknowledge people and events that have contributed significantly to the history and development of Canberra, whilst roadside memorials allow people to remember their loved ones who have died on ACT roads.

This policy provides guidelines on how to apply for and design memorials that address the operational, legislative and safety requirements of TCCS. The light rail corridor is operated by an external party under the Operating Area Licence and no unauthorised memorials are permitted in the corridor.

### Scope

This policy provides guidelines for the placement and maintenance of memorials on public land managed by TCCS.

### What does this policy cover?

This policy applies to two types of memorials for which TCCS is responsible:

- 1. Roadside memorials** are managed by the Roads ACT division of TCCS. This includes the management of new and existing roadside memorials on all arterial roads, excluding the light rail corridor, for which Roads ACT holds coordinated authority over, as stated under the *Road Transport (Safety and Traffic Management) Act 1999*. Roadside memorials are objects placed by members of the community to commemorate lives lost on ACT Roads, subject to the approval of relatives of the deceased.
- 2. Memorials in urban open spaces** are managed by the City Presentation division of TCCS. Memorials in urban open spaces are objects such as plaques, statues, seating and plantings that celebrate significant people, events and cultural stories specific to Canberra.

### What does this policy not cover?

This policy does not apply to memorials regarded as being of national significance or placed in Designated Areas under the jurisdiction of the National Capital Authority (NCA). Memorials of this nature must comply with the *National Memorials Ordinance 1928* and the *Guidelines for Commemorative Works in the National Capital* prepared by the NCA. For further information about memorials on land that is the responsibility of the NCA, please refer to the NCA website at [www.nca.gov.au](http://www.nca.gov.au).

Memorials in forests, nature reserves and national parks are not included in this policy; these are the responsibility of the Parks and Conservation Service within the Environment, Planning

and Sustainable Development Directorate (EPSDD). Refer to the *Small Memorials Policy in ACT Forests and Reserves* for more information, available via the EPSDD website at [www.planning.act.gov.au](http://www.planning.act.gov.au).

This policy does not apply to memorials in cemeteries, crematoria or burial grounds; interpretive or educational signage associated with heritage sites; or explanatory plaques associated with public assets such as public artwork and foundation stones of new buildings.

### **Policy Evaluation and Review**

This policy will be evaluated and reviewed after five years or following a significant change in the services delivered by the Transport Canberra and City Services Directorate.

Questions or concerns with this policy should be directed to **Access Canberra** on 13 22 81 or by submitting an online enquiry via [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).

## I.0 Roadside Memorials

### I.1 Context

Tragically, each year people lose their lives on roads throughout the ACT. In 2016, there were 7,911 'on-road' traffic crashes reported, with 15,476 vehicles involved and resulting in 748 casualties, including 11 fatalities. Four of these were vulnerable road users such as pedestrians, cyclists and motorcyclists (*ACT Road Crash Report 2016*, p.3).

Acknowledging the death of a loved one due to a fatal road incident can be very traumatic, TCCS recognises the importance for family and friends to mark the location of a fatal incident with a roadside memorial as part of the grieving process. The Roads ACT division facilitates discussions between affected parties and provides advice regarding acceptable roadside memorials.

Roads ACT is responsible for providing a safe and efficient road network that meets the legislative requirements of the *Road Transport (Safety and Traffic Management) Act 1999* and supports the actions of the *ACT Road Safety Strategy 2011-2020*. The type and placement of roadside memorials must ensure road safety as a priority, whilst allowing those affected by a road fatality to remember their loved ones, as well as consider maintenance requirements and other members of the community.

TCCS (then Territory and Municipal Services) consulted with the community over the period October 2009 – March 2010 on whether memorials that commemorate the death of a person in a motor vehicle crash should be permitted in public areas. While accepting this is an emotive issue, a majority of the respondents (58%) were supportive of the ACT Government formally adopting a policy permitting roadside memorials.

The *ACT Roadside Memorial Policy (2010)* was subsequently developed in collaboration with the Federal Police, ACT Emergency Services and ACT Justice and Community Safety Directorate for evidence-based road safety analysis. The 2010 policy forms the basis for this current policy.

### I.2 Objectives

Objectives of this Memorial Policy are to:

- contribute towards developing an ACT community that shares the responsibility for road safety;
- increase road safety awareness;
- reduce the risk of serious injury and death;
- increase community well-being; and
- ensure road safety and transport efficiency.

The objectives of this policy are in line with the *Road Transport (Safety and Traffic Management) Act 1999* and in particular Section 31 of the Act, which provides for the removal of dangers and obstructions to traffic.

The objectives of this policy support the ACT Road Safety Strategy 2011-2020, which recognises that road safety is everyone's responsibility.

### **I.3 Principles and Guidelines**

The placement and removal of roadside memorials should adhere to the following principles and guidelines underlying this policy. Roads ACT will not actively relocate, modify or remove memorials on ACT roads providing they align with the following principles and guidelines.

#### **I.3.1 Road Safety and Management**

It is the responsibility of Roads ACT to manage all road networks within the borders of the ACT. Placement of a roadside memorial should be in a safe location that does not obstruct the views or use of the road for all road users and not interfere with any maintenance or management activities on the road, median or verge.

Roads ACT will remove a roadside memorial if it:

- poses a safety hazard;
- impacts maintenance activities, such as mowing;
- impedes roadwork activities or underground services;
- is not maintained and in disrepair; or
- causes community concern.

Roads ACT will endeavour to contact the relatives of the deceased person prior to the roadside memorial being removed, unless it poses an urgent safety hazard to the public.

#### **I.3.2 Community Welfare**

When managing roadside memorials, the wishes and needs of the family directly related to the deceased will take precedence. If a roadside memorial has not been approved by the family and the family wishes to have the memorial removed, Roads ACT will attempt to contact the person who placed the memorial. If this is not possible, Roads ACT will remove the memorial to respect the family's wishes.

Other members of the community can be indirectly affected by a fatal traffic incident, so it is important to consider the welfare of those who witnessed or attended the fatal incident, such as emergency services and members of the public from nearby businesses, schools and/or residences. A roadside memorial can be a constant reminder of a traumatic event. Therefore, the location and composition of roadside memorials should be discreet and respectful of other community members.

Roadside memorials must respect community values and not intend to cause offence. TCCS will remove any signs or other fixtures that are insensitive or offensive.

If possible, memorials should not be placed in close proximity to residential dwellings and consultation with residents adjacent to a proposed roadside memorial should be undertaken.

If there are conflicting views about the placement of a roadside memorial, Roads ACT will facilitate discussions between affected parties. Refer to Section 1.6.



Those who have been affected by a fatal traffic incident on ACT roads can contact a support service such as Lifeline, which provides 24/7 crisis support (13 11 14).

## **I.4 Responsibilities**

The following outlines the roles and responsibilities of TCCS officers in Roads ACT for this policy:

### **I.4.1 Project**

- Adopt policy principles in situations not directed by the policy guidelines to endorse principle decisions and document the decision-making process.
- Recommend exceptions and/or changes to the policy and pursue approval by Roads ACT.

### **I.4.2 Operational**

- Apply consistent use of the *Roadside and Urban Open Space Memorial Policy (2019)* throughout operational areas of TCCS.
- Ensure policy abides by identified objectives and satisfies legislative responsibilities.

### **I.4.3 Standards and Reliability**

- Ensure the policy is approved, reviewed, monitored and disseminated accordingly.
- Document the approved changes and exceptions to the policy and decision-making process.
- Record and manage version control of policy documentation.

## **I.5 Types of Roadside Memorials**

Often family and friends wish to develop unique and personalised memorials to represent and remember the deceased, which is recognised as an important element of the grieving and healing process. Family and friends are permitted to erect a personalised roadside memorial providing it aligns with the principles and guidelines of this policy (Section 1.3).

In general, roadside memorials can:

- Consist of a small floral display and/or a ground plaque of durable materials such as stone, concrete or cast metals;
- Contain small structures (such as a cross) no greater than 1.0m high, comprising timber, stone, concrete or metal installed in a manner that does not pose any safety hazard to the public in the views of Roads ACT;
- Cover an area of no more than four square metres (ie 4mx4m).

## **I.6 Criteria for Placement of Roadside Memorials**

In accordance with the principles and guidelines in Section 1.5, the following criteria applies for the placement of roadside memorials:

- Roads ACT will allow roadside memorials to be placed in public areas it manages subject to the approval of the family and relatives of the deceased. Note that approval to allow roadside memorials on national land is the responsibility of the National Capital Authority.
- The views of residents adjacent to any proposal roadside memorial should be sought and respected by those responsible for placing the memorials.
- Acknowledging that the death of a loved one as a result of a motor vehicle crash is very traumatic, Roads ACT will facilitate discussions between affected parties and provide advice on the nature of permissible roadside memorials, as required.
- Should there be conflicting views between affected parties, Roads ACT will identify a location on public land that it manages and type of roadside memorial that takes into consideration the views raised in conjunction with policy principles.
- Roadside memorials can be placed in a suitable location on a permanent basis subject to them being maintained in a tidy and aesthetic condition that poses no hazard to the public in the view of Roads ACT. The ACT Government will remove roadside memorials that pose a safety hazard or are not maintained. Roads ACT will endeavour to contact the relatives of the deceased person prior to the roadside memorial being removed unless it poses an urgent safety hazard to the public.
- Impacts on underground services need to be investigated and the person responsible for placing the roadside memorial is encouraged to discuss the details of the memorial with Roads ACT in the first instance. For information about underground services, please visit the Dial Before You Dig website or call 1100 during business hours.



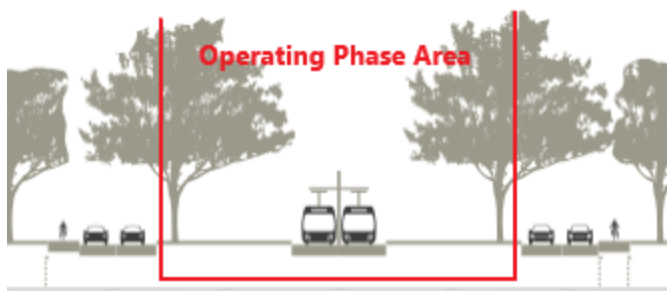
- Memorials may only be attached to publicly owned built assets with ACT Government approval and must not to be attached to living infrastructure, such as a street tree.
- The ACT Government will remove any roadside memorial signs or fixtures that are considered insensitive, offensive, or damaging to ACT Government property, including trees.

If you have any questions regarding the placement of roadside memorials in the ACT, please contact **Access Canberra** on 13 22 81 or submit an online enquiry via [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au).

## 1.7 Light Rail Corridor

The Light Rail corridor (Figures 1 and 2) is an exclusion zone for unauthorised memorials, due to the safety hazards they may create. The Light Rail corridor is covered by an Operating Phase Licence, which outlines an operating area covering, but not limited to, the centre median from Gungahlin Town Centre to Alinga Street, Canberra City. This also includes intersections on each side, substations, the light rail depot, and light rail stops.

Any unauthorised memorials erected within the Light Rail Operating Area will be removed. TCCS has a process to contact families for relocation or collection.



**Figure 1:** Cross-section of the Light Rail corridor.

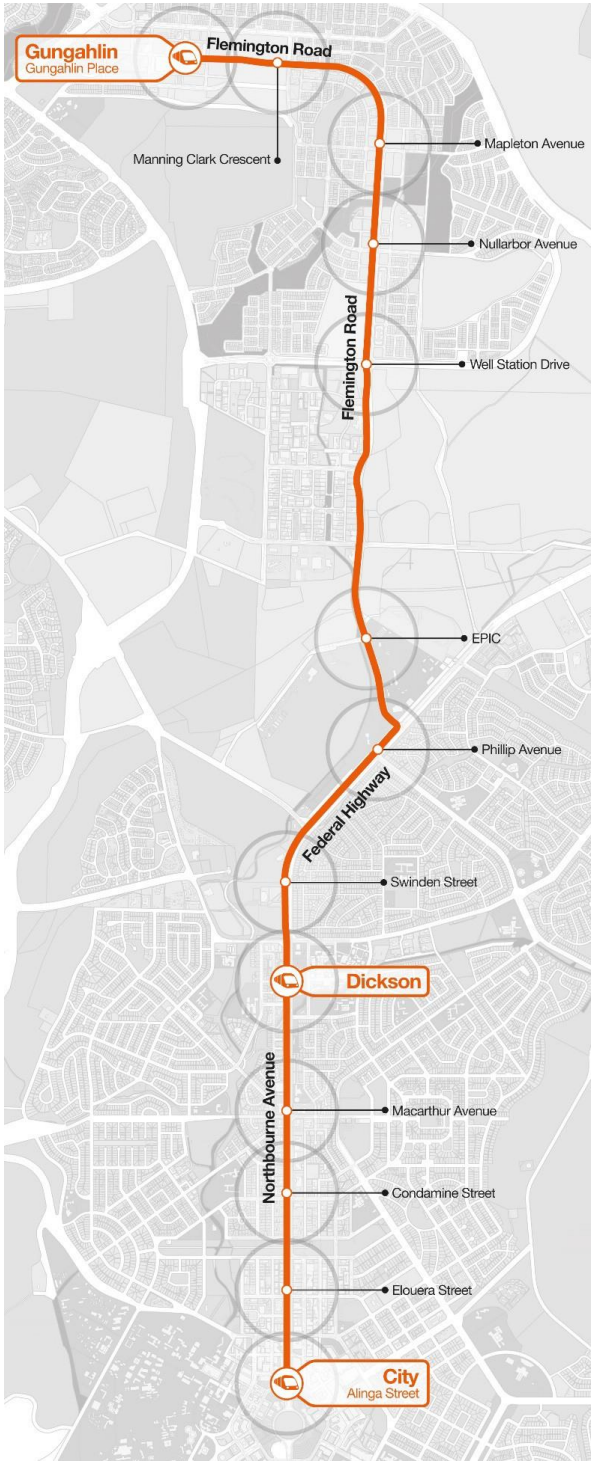


Figure 2. Map of the Light Rail corridor.

## 2.0 Memorials in Urban Open Space

### 2.1 Context

Memorials in urban open spaces (UOS) provide a celebration of people, events and cultural stories that have contributed significantly to the history and development of the Australian Capital Territory (ACT). They publicly acknowledge the important contributions of individuals, groups, organisations or events through memorials erected on public land in the ACT. Examples of such memorials include fountains, statues, sculptures, plaques, murals, public artworks, garden furniture (e.g. seats or shelters) and plants, trees and gardens.

Installations commemorating the death of private individuals (including domestic pets and animals) are not considered memorials in the context of urban open spaces. For information on roadside memorials, refer to Part 1 of this document.

Interpretive or educational signage associated with the heritage of a particular site or artworks that do not commemorate significant people, events or cultural stories are not considered memorials in urban open spaces.

### 2.2 Objectives

The objectives of this policy are to:

- provide guidelines for the application, approval and ongoing management of a memorial, enabling a clear and transparent process;
- establish criterion to equitably assess and respond to requests for the use of public open space for the recognition of people, events and cultural stories;
- define objectives under which Transport Canberra and City Services (TCCS) will accept requests for memorials; and
- provide a level of consistency across different memorials in Canberra.

### 2.3 Principles and Guidelines

Memorials should closely reflect the values of the Canberra community and must celebrate people, events and cultural stories specific to Canberra.

#### 2.3.1 Key Principles

Memorials must satisfy at least one of the following criteria:

- Memorials that have **cultural significance** for Canberra as defined in the *Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013* (Burra Charter), as 'aesthetic, historic, scientific, social or spiritual value for past, present or future generations' of Canberra people.
- Memorials that closely reflect the evolving **values and aspirations** of the Canberra community by recognising their **achievements and contributions** to the ACT. This may

include individual or group representation in national or international competitions, ideas, innovations or events. It may also include an individual or organisation strongly linked to the ACT and its history.

- Memorials that enhance Canberra's **sense of place** and increase their understanding of **cultural diversity**. This may include significant contributions to the cultural, political or social aspects of Canberra's development.
- Memorials that exemplify Canberra's **unique heritage**. This may include historical or other information relevant to the location of the commemorative work; a significant anniversary of an event unique to Canberra's history and development; or the region's Indigenous heritage.

### 2.3.2 Guidelines for proposed memorials in UOS

In addition to the key principles, applications must ensure that proposed memorials:

- are dedicated to people, events or cultural stories that are not currently recognised by a memorial;
- have community support;
- are aesthetically complimentary to their proposed surroundings;
- comply with all current access and safety standards in the ACT; and
- support normal maintenance of the site (e.g. plaques must be positioned flush with the surrounding surfaces).

Wording used in memorials must:

- be approved by the relevant land manager prior to construction;
- be brief and avoid use of jargon or acronyms;
- be well researched from a wide range of authoritative sources and be verified by a qualified historian; and
- include acknowledgement of the artists that have been engaged in the design and construction of the project, in accordance with moral rights obligations under the *Copyright Act 1968 (Commonwealth)*.

## 2.4 Important Information for Proponents

A proponent is the person, group or organisation applying for the construction of a memorial. The proponent may be representing a government or non-government organisation.

### 2.4.1 Proponent Responsibilities

Proponents are responsible for:

- all costs and planning and design requirements associated with the construction and placement of the proposed memorial;
- all costs associated with obtaining information on easements and planning regulations that will restrict the placement of the proposed memorial;

- holding public liability insurance of up to \$20,000,000 (\$20 million) to cover the construction period for an approved memorial;
- maintenance of memorials that are not planted to current access and safety standards; and
- purchasing flora used as memorials and ensuring TCCS staff (or horticultural contractors) undertake or supervise the plantation.

Proponents are not responsible for:

- The maintenance of planted memorials. These will become the property of Transport Canberra and City Services and will be maintained by the land manager with responsibility for the area.

#### **2.4.2 Proponent Considerations**

Approval is required before any memorial can be placed in urban open space. For further details about the approval process, see Section 2.8 of this document.

Government restrictions may apply to memorials that are not planted (ie living infrastructure such as trees) and may require a Development Application under *the Planning and Development Act 2007*.

Transport Canberra and City Services accepts no responsibility for damages caused to memorials that are not planted.

### **2.5 Design Limitations for Memorials in UOS**

The following limitations apply to proposed memorials in urban open spaces:

- Approval for a memorial in a particular site will only be granted if it is consistent with the relevant Land Management Plan, Master Plan or Strategic Development Framework for that site.
- The number of existing memorials, plaques, artworks, fountains and other objects in the vicinity of the proposed new memorial will be considered.
- Memorials must be made from materials that are durable and require minimum maintenance. In some cases, the design may require certification of a structural engineer to ensure public safety and the longevity of the memorial.
- Plaques may only be attached to publicly owned built assets with Ministerial approval and must not to be attached to a living object, such as a tree
- Government restrictions on size, design and placement may apply to non-plant memorials. Some memorials may require a Development Application under the *Planning and Development Act 2007*.
- The final placement and design of the memorial will be subject to the relevant statutory approvals and is contingent on funding availability.

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## 2.6 Placement of Memorials in UOS

Memorials must convey the cultural or geographic significance to the Canberra community, and should be aesthetically complementary to their proposed surroundings.

Memorials should be placed in locations consistent with the subject of the memorial, suburban theme (Section 2.6.1), open space hierarchy (Section 2.6.2) and relevant policies (Section 2.5) applying to the nominated area.

### 2.6.1 Suburb Themes

Most divisions (suburbs) have been allocated a nomenclature theme in consultation with the ACT Place Names Committee. These themes are listed in [Appendix A](#). Proponents should consider these themes in requesting a suitable location for their memorial. For further information about the advisory role of the ACT Place Names Committee and suburb themes please visit the EPSDD website at [www.planning.act.gov.au/tools\\_resources/place\\_names](http://www.planning.act.gov.au/tools_resources/place_names).

The names of divisions and public places on Territory land are determined under the *Public Place Names Act 1989* (the Act). The Act requires the Minister for Transport and City Services (or delegate) to consider the *Public Place Names (Naming of Public Places) Guidelines 2014 (No 1)* when naming a public place. For more information, please visit [www.legislation.act.gov.au](http://www.legislation.act.gov.au).

### 2.6.2 Open Space Hierarchy

There is an open space hierarchy for Canberra's urban parks. Status within the hierarchy may determine the type of memorial appropriate for that park. The open space hierarchy is defined and mapped in the *ACT Planning and Development Act 2007* and determines that:

- Memorials in Town Parks may include a statue, plaque in the pavement or a wall, artwork or the planting of appropriate flora (trees or shrubs).
- Memorials in District Parks, Neighbourhood Parks and other urban open space may include park structures such as a shelter, a tree or other plantings.
- Memorials may be placed in open space other than parks, including shopping precincts.

Approval by the Minister for Transport and City Services is required for memorials in some sites, such as Town Parks, Town Centres and major shopping centre precincts.

## 2.7 Lifespan of Memorials in UOS

The lifespan of memorials will be re-evaluated by the ACT Government after ten years to determine their enduring commemorative value. TCCS does not guarantee to retain memorials after a period of ten years. However, it will consider applications for extensions of time.

Memorials will be located at the designated site for a period of no less than ten years from the time of installation except where:

- the area in which the item is sited is to be redeveloped;
- use of the area in which the item is sited changes significantly in character and the item is no longer deemed suitable for the site; or



- the structure or support on which the item is located is to be removed or permanently altered.

Existence of a memorial is not a precedent for future approvals. Where specific policy direction on memorials is included in Plans of Management, they will take precedence.

TCCS reserves the right to remove or relocate a memorial within the ten-year period after consultation with the proponent.

## 2.8 Approval Process for Memorials in UOS

Applications for memorials in urban open spaces should include:

- a completed **Application for the Use of Public Unleased Land** (available from [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au), or by contacting Access Canberra on 13 22 81); and
- a **Supplementary Information for Memorials in Urban Open Spaces** form (see [Appendix B](#)), outlining the details of the proposed memorial.

Proposals for memorials will be assessed by the relevant government agency, in consultation with appropriate areas of ACT Government, including:

- ACT Place Names Unit (Office of the Surveyor-General and Land Information, EPSDD);
- ACT Public Art Program Manager;
- ACT Heritage Council; and
- ACT Planning and Land Authority (EPSDD).

Note that some memorials may require Development Approval from the ACT Planning and Land Authority (EPSDD) or Works Approval from the National Capital Authority.

Decisions will be confirmed in writing to the proponent. No application will be considered outside this process.

Proponents are responsible for the design, construction and installation costs associated with the memorial and the installation must be undertaken by or under supervision of Transport Canberra and City Services staff.

## 2.9 Memorial Maintenance

Memorials will be maintained to a level agreed between the proponent and the relevant land manager. Proponents will be accountable for the costs and maintenance of memorials. This includes ongoing cleaning and graffiti removal.

TCCS accepts no responsibility for damages caused to memorials that are not planted (eg trees and shrubs) unless the damage is caused by the actions of government officers in the course of their duties.

TCCS reserves the right to remove any memorial, which is either not maintained to the agreed level, interferes with normal maintenance, or is deemed as a safety or health risk. Costs will be borne by the proponent.

The land manager will consider requests to replace existing memorials that have been damaged or otherwise degraded. Replacements shall conform to current design specifications and guidelines.

Memorial plantings (eg trees, plants, small gardens) will become the property of the ACT Government and as such will be maintained by the land manager responsible for the area.

Where plants pose a health or safety risk, are disruptive to built assets, or are detrimental to the health of surrounding plants, the Government may remove the plants. Transport Canberra and City Services will strive to arrange for replacement plants to be planted in a more suitable site.

## **2.10 Memorial Insurance**

The proponent will require public liability insurance of up to \$20,000,000 (\$20 million) to cover the construction period for the memorial. It is recommended that the proponent seek advice from the ACT Insurance Authority (ACTIA) regarding the level of public liability insurance necessary. For further information and for contact details visit <https://apps.treasury.act.gov.au/home>.

After the construction period for a memorial ceases the ACT Government will accept the ongoing cost of providing public liability insurance for the memorial.

## Resources

### Definition of Terms

Term	Definition
Designated Area	Areas of land defined in the National Capital Plan and the Territory Plan as having special characteristics of the National Capital. Within Designated Areas the National Capital Authority has responsibility for determining the detailed conditions of planning, design and development, and for works approval.
Memorial	An object established in memory of a person, group, organisation or an event. A memorial object may be a sculptural or other artistic work, statue, fountain, plaque, mural, park structure, or horticultural features such as individual trees/plantings.
Plaque	A flat tablet of metal, stone or other appropriate material, which includes text and/or images that commemorate a person, organisation or an event and/or provide historical text or information relevant to its location. Such a tablet is to be affixed to an object, building or pavement.
Proponent	The person, group or organisation applying for construction of a memorial. The proponent may be representing a Government or non-government organisation.
TCCS	Transport Canberra and City Services
Urban Open Space	<p>Open space performs a range of functions. For example, it provides the community with recreational opportunities (passive and active), contributes to community health, connects key destinations, provides pedestrian/cyclist/equestrian access, increases the amenity of a location and acts as a buffer between different land uses (e.g. road delineation and separation)</p> <p>Open space typologies include:</p> <ul style="list-style-type: none"> <li>• Town parks;</li> <li>• District parks;</li> <li>• Neighbourhood parks (central, local and pocket);</li> <li>• Micro parks;</li> <li>• Community Recreation Parks (CRP);</li> <li>• Sportsgrounds;</li> <li>• Pedestrian parklands;</li> <li>• Laneways;</li> <li>• Informal use ovals;</li> <li>• Natural open space (Grasslands or woodland sites);</li> <li>• Semi-natural open space;</li> <li>• Heritage Parks;</li> <li>• Verges and Medians (nature strips);</li> <li>• Special purpose areas; and broadacre open space.</li> </ul> <p>Town parks, district parks and neighbourhood parks are the main types of urban parks in Canberra. Definitions of these are provided below. For definitions of other types of open spaces please refer to the Municipal Infrastructure Standard for Urban Open Space or the Land Management Plans (see page 21 for details).</p>
District Park	District parks are extensive informal parks ranging in size from 4 to 10ha. They include irrigated and non-irrigated grass, amenities such as car parking, toilets and lighting in some instances, and a diversity of recreation facilities such as picnic areas with tables, seating, barbecues and shelters, play spaces, fitness equipment

Term	Definition
	<p>and water features for swimming and other water sports. Skate parks or other sport facilities (e.g. courts, BMX track) may also be available. District parks may be near water features, active travel facilities, pedestrian parkland and district sportsgrounds.</p> <p>Examples: Acton Park, Black Mountain Peninsula, Haig Park, Telopea Park, John Knight Memorial Park, Point Hut Pond District Park, Lennox Gardens, Weston Park, Fadden Pines District Park, Eddison Park and Yerrabi Pond District Park.</p>
Town Park	<p>Town parks are formal parks adjacent to, and serving, the main town centres. They are managed to a high standard, usually with trees, street furniture, mown and irrigated grass, paving, lighting, artworks and planting beds. These parks may also contain amenities such as toilets, play spaces, picnic tables, pedestrian/cycle paths and wheelchair access. Town parks are subject to intensive use and may host special events.</p> <p>Examples: Glebe Park, Tuggeranong Town Park, Edison Park, Margaret Timpson Town Park in Belconnen</p>
Neighbourhood Park	<p>Neighbourhood parks are small, usually 0.25 to 2 ha in area, and reflect the character of the land and the neighbourhood. These parks are typically used for recreation; they include irrigated and non-irrigated grass, play spaces and are the primary recreational space of the suburbs. Parents, grandparents or carers with young children are the main users. Neighbourhood parks are linked to surrounding areas by active travel routes through the street network, pedestrian parkland and laneways.</p> <p>Hierarchy: Neighbourhood parks include the following:</p> <ul style="list-style-type: none"> <li>• A central neighbourhood park (usually 0.5 to 2 ha), may be located adjacent to or surrounding a neighbourhood sportsground, informal use oval, school or shops. The park shall contain an accessible area of flat space and an area for informal ball games;</li> <li>• A local neighbourhood park (usually 0.25 to 1 ha) may be integral to the design of a residential neighbourhood where its smaller size provides a site for safe play by children under surveillance by adults; and</li> <li>• Pocket parks are small incidental parks (less than 0.25 ha) within suburban residential areas. Many pocket parks are formed during the estate-planning phase to retain and protect an existing natural element on the site such as a tree, group of trees or a geological feature.</li> </ul>

## Relevant Legislation

Document	Location
<b>Commonwealth Legislation</b>	
<i>Copyright Act 1968</i>	<a href="https://www.legislation.gov.au/Details/C2019C00042">https://www.legislation.gov.au/Details/C2019C00042</a>
<i>National Memorials Ordinance 1928 (ACT)</i>	<a href="https://www.legislation.gov.au/Details/C2004H03969">https://www.legislation.gov.au/Details/C2004H03969</a>
<b>ACT Legislation</b>	
<i>Heritage Act 2004</i>	<a href="https://legislation.act.gov.au/a/2004-57/">https://legislation.act.gov.au/a/2004-57/</a>
<i>Planning and Development Act 2007</i>	<a href="https://legislation.act.gov.au/a/2007-24/">https://legislation.act.gov.au/a/2007-24/</a>
<i>Public Place Names Act 1989</i>	<a href="https://www.legislation.act.gov.au/a/alt_a1989-31co/">https://www.legislation.act.gov.au/a/alt_a1989-31co/</a>
<i>Public Place Names (Naming of Public Places) Guidelines 2014 (No 1)</i>	<a href="http://www.legislation.act.gov.au/ni/2014-643/default.asp">http://www.legislation.act.gov.au/ni/2014-643/default.asp</a>
<i>Public Unleased Land Act 2013</i>	<a href="https://legislation.act.gov.au/a/2013-3/">https://legislation.act.gov.au/a/2013-3/</a>
<i>Road Transport (General) Act 1999</i>	<a href="https://legislation.act.gov.au/a/1999-77/">https://legislation.act.gov.au/a/1999-77/</a>
<i>Road Transport (Safety and Traffic Management) Act 1999</i>	<a href="https://legislation.act.gov.au/a/1999-80/">https://legislation.act.gov.au/a/1999-80/</a>

## Relevant Resources

Policy/Document	Location
ACT Government Public Art Guidelines	<a href="http://www.arts.act.gov.au">www.arts.act.gov.au</a>
ACT Road Safety Strategy 2011-2020	<a href="http://www.justice.act.gov.au">www.justice.act.gov.au</a>
Australia ICOMOS Charter for Places of Cultural Significance, The Burra Charter, 2013 (Burra Charter)	<a href="https://australia.icomos.org">https://australia.icomos.org</a>
Municipal Infrastructure Standards	<a href="http://www.cityservices.act.gov.au">www.cityservices.act.gov.au</a>
Guidelines for Commemorative Works in the National Capital (National Capital Authority)	<a href="http://www.nca.gov.au">www.nca.gov.au</a>
Territory Plan 2008	<a href="https://www.legislation.act.gov.au/ni/2008-27">https://www.legislation.act.gov.au/ni/2008-27</a>
<b>Land Management Plans for public land in urban areas</b>	
Canberra's Urban Lakes and Ponds	<a href="https://www.legislation.act.gov.au/di/2001-173/default.asp">https://www.legislation.act.gov.au/di/2001-173/default.asp</a>
Inner Canberra's Urban Parks and Sportsgrounds Tuggeranong's Urban Parks and Sportsgrounds	<a href="https://www.legislation.act.gov.au/di/2000-143/default.asp">https://www.legislation.act.gov.au/di/2000-143/default.asp</a>
Woden and Weston Creek's Urban Parks and Sportsgrounds Belconnen's Urban Parks, Sportsgrounds and Lake Ginninderra	<a href="https://www.legislation.act.gov.au/di/1998-242">https://www.legislation.act.gov.au/di/1998-242</a>
Plan of Management for Urban Open Space and Public Access Sportsgrounds in the Gungahlin Region	<a href="https://www.legislation.act.gov.au/di/2007-298">https://www.legislation.act.gov.au/di/2007-298</a>

## Appendix A Division (Suburb) Nomenclature Themes

Suburb	Place Names Theme
Acton	Named before individual themes were adopted
Ainslie	Pioneers, legislators
Amaroo	Australian rivers and lakes
Aranda	Names of Aboriginal cultural groups
Banks	Botanists, things botanical or relating to natural history
Barton	Governors
Beard	Australian geological resources
Belconnen	Lord Mayors and mayors
Bonner	Indigenous leaders and their supporters
Bonython	Notable South Australians, particularly journalists, and South Australian place names
Braddon	Aboriginal words; legislators and pioneers
Bruce	Australian tertiary education
Calwell	Victorian politicians
Campbell	Defence personnel
Canberra Airport	Roads named by the Canberra Airport
Capital Hill	Monarchs and constitutional references
Casey	Diplomats, public servants and administrators

Suburb	Place Names Theme
Chapman	Australian film industry
Charnwood	New South Wales pioneers
Chifley	Scientists and educators
Chisholm	Notable women
City	Aboriginal words, pioneers and capital cities
Conder	Art - Members of Heidelberg School; towns associated with the Heidelberg School; directors, trustees of state and national galleries, patrons and other benefactors and other artists
Cook	Notable women
Coombs	Notable public service
Crace	Parishes and land divisions
Curtin	State premiers
Deakin	Governors, Governor-Generals, and diplomats
Denman Prospect	Activism and reform
Dickson	No specific theme
Downer	No specific theme
Duffy	Australian dams and reservoirs
Dunlop	Inventors and inventions; artists
Evatt	Legal profession
Fadden	Queensland politicians
Farrer	Agriculturalists
Fisher	Australian mines and mining

Suburb	Place Names Theme
	towns
Florey	Scientists
Flynn	Flying Doctor Service and Inland Mission
Forde	Community service
Forrest	Explorers and governors
Franklin	Writers, particularly women
Fraser	Early ACT residents
Fyshwick	Industrial towns
Garran	Writers
Gilmore	Journalists, particularly women
Giralang	Aboriginal words for stars, astronomers and constellations seen from the southern hemisphere
Gordon	Sports men and sports women
Gowrie	Armed Service personnel
Greenway	Architects
Griffith	Explorers
Gungahlin	Industrialists, aspects of industry, and Gungahlin district pioneers
Hackett	Mainly scientists
Hall	No specific theme
Harrison	Natural geographic features of Australia
Hawker	Northern Territory pastoral stations
Higgins	Judges
Holder	Surveyors

Suburb	Place Names Theme
Holt	Sportsmen and sportswomen
Hughes	World War I armed services personnel and contemporaries of William Hughes
Hume	Industry and business
Isaacs	Educationalists
Isabella Plains	NSW Parish names
Jacka	Valour and community service
Kaleen	Australian rivers
Kambah	Interstate pioneers; theme in Gleneagles Estate is Australian golfers and golf courses
Kenny	Nurses and health administrators
Kingston	Explorers; local pioneers (history) and Australian flora
Latham	Judges
Lawson	Henry Lawson's Australia
Lyneham	Mainly artists and people associated with the development of early Canberra
Lyons	Tasmanian towns and place names
Macarthur	Names associated with the wool industry
Macgregor	Medical profession
Macnamara	Science and Technology
Macquarie	Contemporaries of Governor Macquarie
McKellar	Journalists
Mawson	Antarctic exploration

Suburb	Place Names Theme
Melba	Musicians
Mitchell	Industrialists
Molonglo	Ornithology (Birds)
Monash	Engineers
Moncrieff	Musicians and those associated with the field of music
Narrabundah	Indigenous names, explorers and pioneers
Ngunnawal	Notable Aboriginal people and Aboriginal words
Nicholls	Sportsmen and sportswomen; theme for pond side Promenade Estate is Australian fauna
Oaks Estate	No specific theme
O'Connor	Australian flora, legislators, pioneers, explorers
O'Malley	Aboriginal words
Oxley	Social reformers
Page	Scientists
Palmerston	Mountains of Australia
Parkes	Monarchs and constitutional references
Pearce	Contemporaries of Sir George Pearce
Phillip	Names associated with the First, Second and Third Fleets; theme for the streets in the area of Swinger Hill is architects
Pialligo	Aboriginal words
Red Hill	Ships and explorers
Reid	Aboriginal words

Suburb	Place Names Theme
Richardson	Notable women, particularly writers
Rivett	Australian flora
Russell	Armed services personnel
Scullin	Aviators
Spence	Trade Unionists
Stirling	Western Australian pioneers
Strathnairn	Primary Industry and Regional Service
Symonston	Industry and business
Taylor	Architecture, town planning and urban design
Tharwa	No specific theme
Theodore	Civilian war effort during WW1 and WW2
Throsby	Native fauna
Torrens	Contemporaries of Sir Robert Torrens; South Australian pioneers and politicians
Turner	Mainly writers; pioneers and legislators
Uriarra Village	Names associated with the Uriarra community
Wanniassa	Victorian state politicians
Waramanga	Aboriginal cultural groups
Watson	Judges and members of the legal profession
Weetangera	ACT pioneers
Weston	Artists
Whitlam	Arts and Culture
Wright	Environment, poets and butterflies
Yarralumla	Governors and botanists



## Appendix B      Supplementary Information for Memorials in Urban Open Spaces

**Note: This form is to be submitted with an Application for the Use of Public Unleased Land available through Access Canberra at [www.accesscanberra.act.gov.au](http://www.accesscanberra.act.gov.au) or on 13 22 81.**

### **Proposed Memorial Details**

What is being commemorated?

How are these people, events or cultural stories specific to Canberra?

What is the justification for installing a memorial?

How can you demonstrate community support for this memorial?  
(Please attached evidence as needed)

What type of memorial will it be? (eg plant, plaque, artwork, seat, fountain)

Proposed Memorial Design  
(Please attached design plans as needed)

What is the expected size and dimensions of the memorial?

What is the proposed text and diagrams for any plaque or engraving?

**Proposed Memorial Location**

Option 1: Address/location

Option 1: Justification for this location

Option 2: Address/location

Option 2: Justification for this location

**Applicant Signature**

I acknowledge and accept the standard conditions that come with being a proponent of a memorial of ACT public land

I understand this form must be accompanied by *an Application for the Use of Unleased Territory Land form*.

I understand endorsement of a memorial by the relevant land manager is an in-principle agreement. Final approval will be subject to an assessment of the concept design, structural form and the proponent's capacity to deliver the project.

Signature

Date