

Meeting Number	TFX-01-26 – Extraordinary meeting
Date	6 February 2026
Time	9.00 am
Location	Microsoft Teams
Forum Members	Central Coast Council Transport for NSW NSW Police Force Local State Member Representatives
Informal Advisors	Local Bus Operators

Minutes

1 Welcome and Acknowledgement of Country

Meeting Number TFX-01-26 commenced at 9.07 am by Chairperson, Unit Manager Engineering Services, Jeanette Williams.

“We acknowledge the Traditional Custodians of the land on which we live, work and play. We pay our respects to Darkinjung country, and Elders past and present. We recognise the continued connection to these lands and waterways and extend this acknowledgement to the homelands and stories of those who also call this place home. We recognise our future leaders and the shared responsibility to care for and protect our place and people”.

2 Attendance

Present:

- Councillor Helen Crowley
- Ms Jeanette Williams (Central Coast Council)
- Mr Scott Stapleton (Central Coast Council)
- Ms Sonia Dennehy (Central Coast Council)
- Mr John Markulin (Transport for NSW [TfNSW])
- Ms Donna Golightly, Representative for Member for Terrigal
- Ms Danielle Atherten, Representative for Member for The Entrance
- Ms Jennifer Dalziel, Representative for Member for Swansea
- Ms Erin McCulloch, Representative for Member for Gosford
- Ms Melissa Attard, Representative for Member for Wyong
- Mr Mark Brown (Busways)

Apologies: Mr Boris Bolgoff (Central Coast Council)
Mr Scott Jarvis (Central Coast Council)
Senior Constable James Joiner (NSW Police, Brisbane Water Local Area Command)
[comments provided by phone]
Representative for NSW Police, Tuggerah Lakes Local Area Command

3 Changes to the Forum

Nil.

4 Declarations

a Declaration of Pecuniary Interest

The Chairperson invited members of the forum to declare any pecuniary interest they might have, in accordance with Section 451 of the Local Government Amendment Act 2000, in respect to the agenda for this meeting.

Nil declarations were received.

b Declaration of Non-Pecuniary Interest

The Chairperson invited members of the forum to declare any non-pecuniary interest they might have, in accordance with Section 440 of the Local Government Act 1993 and Council's Code of Conduct, in respect to the business of this meeting.

Nil declarations were received.

5 Confirmation of Previous Minutes

The minutes of TC-06-25 of the Local Transport Forum will be presented at the next ordinary forum.

ITEM TF01/2026	DRAFT ROADSIDE TRIBUTE POLICY
MEETING DATE	6 February 2026
COUNCIL REF NO.	-
ELECTORATE	All
WARD	All

REPORT/CONTEXT

Council has developed a draft Roadside Tribute Policy to provide a consistent and compassionate framework for the placement and management of roadside tributes within Council managed road reserves. Council recognises that placing roadside flowers or tributes is an important part of the grieving process for people dealing with the loss of life of a loved one involved in a road trauma.

The draft Policy provides clarity for Council staff and the community regarding acceptable roadside tribute practices and establishes a consistent approach to their management. The policy supports Council's role in minimising road safety risks while recognising the significance of roadside memorials to bereaved families. It includes guidance on appropriate placement, type, size and the duration of tributes.

Community consultation on the draft Roadside Tribute Policy has been completed in accordance with Council's Community Engagement Framework. The main themes related to the effects of grief in relation to loss of life involved in road trauma and the distress caused by seeing roadside tributes.

The policy does not propose any changes to traffic arrangements, signage, line marking or road infrastructure. Endorsement by the Local Transport Forum confirms the policy has been considered from a traffic and road safety perspective.

FINANCIAL IMPACT

There are no direct financial implications associated with the endorsement of the draft Roadside Tribute Policy. Implementation will be managed within existing operational budgets and resources.

DISCUSSION

Council officers provided an overview of the Draft Roadside Tribute Policy which included a presentation and detailed explanation of the draft Policy.

It was noted that the draft Policy was presented to Councillors prior to the public consultation period where a mix of formal submissions and informal (social media comments) were received.

It was confirmed that this draft Policy relates to local roads and that roadside tributes on State roads are governed by TfNSW. The TfNSW policy is similar in nature and was taken into consideration in the development of the policy for local roads.

It was noted that the intention of the policy was not to retrospectively seek removal or registration of any existing roadside tributes.

Forum member representing Member for Swansea sought advice on:

- whether TfNSW had a permitted duration for roadside tributes on State Roads. TfNSW advised that the policy for State Roads included wording “appropriate period of mourning” in regards to duration.
- appropriate communication with the registered persons should be considered. Council officers advised that any communication, if required, with registered persons would be undertaken by the Unit Manager Engineering Services, in a sensitive manner.
- how are Council proposing to advise the community of the policy once adopted. Council officers advised that a dedicated webpage will be created with a link to a form for the registration process. This webpage link and information will be provided to the NSW Police Local Area Commands; State and Federal Members of Parliament and be available to Councillors who are often the first point of contact for families/community members seeking advice at the time.

Forum member representing TfNSW indicated support for the draft Policy, particularly the clarity provided in Sections 4 and 5 in relation to parameters for the placement of a roadside tribute, ie size, materials, location and duration.

Forum member representing NSW Police verbally advised that Police should be provided with a link to the webpage and information. Council officers advised that NSW Police will be provided with a webpage link. NSW Police also reinforced that roadside tributes not contain flashing lights or lighting. Section 4.5.7 of the Policy precludes lighting or fluorescent materials.

Following community consultation, Council officers noted that the word “frangible” would be clarified within the Policy document.

Council officers noted that if an existing or future tribute was not registered with Council then every effort would be made to contact a relevant responsible person/s prior to any temporary removal to remove a safety concern or facilitate roadworks, otherwise the tribute would be stored at a Council depot should a family member contact Council within a period of time, ie one year.

Council officers advised that a report to Council is being prepared on the Draft Roadside Tribute policy and will include the outcome of the LTF’s consideration.

RECOMMENDATION

The draft Roadside Tribute Policy is supported and endorsed by the Local Transport Forum.

6 **Next Meeting**

Thursday 19 February 2026

7 **Close of Meeting**

The meeting closed at approximately 10.30am

8 **Approval of Minutes**

These minutes are a true and an accurate account of the meeting's proceedings and are approved for authorisation.

Jeanette Williams

Jeanette Williams
Unit Manager Engineering Services

These minutes are received, and recommendations are authorised for implementation by Council's delegate Director Infrastructure Services.

Boris Bolgoff

Boris Bolgoff
Director Infrastructure Services

Central Coast Council

Date: 9 February 2026