

<b>POLICY TITLE:</b>	<b>FLOWER &amp; ORNAMENT POLICY</b>
<b>POLICY NUMBER:</b>	<b>LC23</b>
<b>CATEGORY:</b>	<b>COUNCIL</b>
<b>CLASSIFICATION:</b>	<b>CEMETERY ADMINISTRATION</b>
<b>STRATEGIC PLAN REFERENCE:</b>	
CORPORATE GOVERNANCE AND PERFORMANCE :Provide systems of council governance and service delivery that are financially sustainable, accountable, equitable and efficient	
<b>STATUS: Approved</b>	<b>Council Resolution PA12/TRCA/003</b>

<b>Date Approved:</b>	<b>11/10/2012</b>	<b>Approved By:</b>	<b>PA12/TRCA/003</b>	<b>Date for review:</b>	<b>March 2016</b>
<b>Date Approved:</b>		<b>Approved By:</b>		<b>Date for review:</b>	
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## **PURPOSE:**

Thorak Cemetery understands the importance of tributes at grave sites. However, breakable items can cause injury and ornamental items on or around grave sites can be a maintenance hazard. To enable staff to maintain the cemetery grounds to a high standard, while providing a safe and attractive environment for visitors and staff. This policy has been developed to clearly outline what we can all do to maintain a safe, hazard free and tidy cemetery for everyone to enjoy.

## **ORGANISATIONAL SCOPE:**

### **Guidelines for families and visitors to follow. These rules apply to all sections of the cemetery**

- Fresh, natural and artificial flowers are welcomed tributes through-out the year.
- They must be in non-breakable containers; i.e. no glass, ceramics, etc.
- Non-breakable vases are available **free** from containers located near the bins on the cemetery grounds.
- Visitors are encouraged to remove the plastic wrapping and floral paper from fresh flowers before placing in the vases.
- Visitors are also asked to remove and discard flowers that have passed their fresh look; i.e. dead, withered or faded artificial flowers.
- When placing your flowers do not allow your floral tributes to encroach onto the next grave.
- These items are **NOT** permitted. **Glass items, including vases, and any ornaments, photo frames not attached to a marker. Rocks, candles, toys, wind toys, oil burners, money burning cans, solar lights, etc.**
- Picking of flowers or any other plants from the cemetery is prohibited

- Planting of plants of any kind in and around a grave space or anywhere within the cemetery grounds is not permitted.
- Under no circumstance are families permitted to place flowers, markers, rocks, pots or any item to mark or outline a grave site, prohibiting the lawn to regrow.

Please call or speak to staff if you are not sure if your tribute will fit our policy.

### **Guidelines for Cemetery Staff.**

Cemetery staff are required, as part of their regular duties, to remove floral and ornamental tributes to ensure the grounds are maintained to a standard that provides a safe and tidy appearance.

*Although it is a sensitive task and one that staff gains no satisfaction from performing, the reality is all tributes will wither and weather. In fact all tributes will need to be removed and refreshed at some point. It is an unfortunate task but one that needs to be performed.*

Staff will remove all non-conforming items, including breakable containers, ornaments, solar lights, candles, oil burners, money burning cans, withered or faded flowers, rocks and plants.

For those who want to retrieve items that staff has saved, at their discretion, please contact the front office. We reserve the right to dispose of items two weeks after being removed.

### **Exceptions:**

#### **Birthdays, Anniversaries of death, funeral, special occasions, Fathers Day, Mothers Day, etc**

We understand the importance of significant dates that relate to the death of your loved ones. Please advise staff of these dates in advance, allowing us to make temporary exceptions for flowers, or pots of flowers to be left for two weeks in commemoration of the special date. Let us know of your intentions and we will mark the grave accordingly. Please no breakable containers anytime.

### **LEGISLATIVE REQUIREMENTS**

This policy is written in compliance with the NT Cemeteries Act as in force at 01 July 2011, the NT Cemeteries Regulations as in force 24 October 2005, Local Government Act and Regulations, Workplace Health and Safety Act and Regulations.

## REVISION DATE

This policy is to be revised at the first meeting after the next Local Government elections.

## REFERENCES:

Policy Number:	<b>LC23</b>
Policy Owner:	<b>Cemetery</b>
Endorsed by:	<b>Council</b>
Final Approval:	<b>11/10/2012</b>
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Amendments:	
Related Policies:	
Related Publications:	

## CONTACT PERSON:

**Contact Person** Glen Minaker  
**Position** Thorak Cemetery Manager  
**Phone** 08 8947 0903  
**Email Address** [glen.minaker@lsc.nt.gov.au](mailto:glen.minaker@lsc.nt.gov.au)