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| Name                | CEM01 Floral and Ornamental Tributes |
| Policy Type         | Council                              |
| Responsible Officer | Thorak Cemetery Manger               |
| Approval Date       | 18/01/2018                           |
| Review Date         | 16/01/2022                           |

### 1. Purpose

This policy defines what are appropriate floral and ornamental tributes for use within the Cemetery to ensure a safe and attractive environment for families, visitors and staff and when and how these tributes may be left.

### 2. Scope

This policy applies to all tributes left in all sections of the Cemetery.

### 3. Definitions

For the purposes of this Policy, the following definitions apply:

|                      |   |
|----------------------|---|
| Floral Tribute       | Fresh, natural or artificial flowers.   |
| Ornamental Tribute   | Photo frames, candles, rocks, toys, wind toys, balloons, oil burners, money burning cans or solar lights.                                       |
| Mementos             | Any item deemed to be of sentimental significance.  |
| Breakable Containers | Any vase or other item made of glass, ceramics or brittle plastic.  |
| Large Pot Plants     | Plants contained in a non-breakable container that does not exceed 20cm in height.  |
| Significant Days     | Days such as Funerals, anniversaries of death, birthdays, Fathers' Day, Mothers' Day and special occasions such as religious days.              |
| Prohibited Items     | Any breakable container, unsecured ornamental tribute, memento, or metal object likely to cause a risk to health and safety or the environment. |

**4. Policy Statement****4.1. Tributes**

- 4.1.1 Floral tributes are welcome throughout the year and must be in non-breakable containers and taken out of any plastic or paper wrapping. These containers are provided free in receptacles located close to rubbish bins around the Cemetery.
- 4.1.2 Floral tributes must be placed in such a way that they do not encroach on any neighbouring site.
- 4.1.3 All floral tributes are to be removed by visitors when they are withered if fresh, or weathered if artificial. Staff will remove any unsightly floral tributes that have not been removed by visitors within a reasonable timeframe.
- 4.1.4 Large pot plants in non-breakable containers are permissible with prior approval from management.

**4.2. Prohibited and Discouraged Items and Activities**

- 4.2.1 Breakable containers are prohibited, unless they are ceramic and can be secured. Ornamental tributes are prohibited unless they are secured. Staff will remove breakable containers and unsecured ornamental tributes if left at any site within the Cemetery and store them for two weeks to enable visitors to retrieve the items.
- 4.2.2 Exceptions

To commemorate significant days, floral tributes may be left for a period of two weeks following that day, if staff have been advised in advance of those significant days.

Non-breakable ornaments and other mementos can also be left on significant days for a period of two weeks but only with the advance permission of the manager of Thorak Regional Cemetery and then must be removed.
- 4.2.3 Thorak Regional Cemetery management reserves the right to dispose of such items after the two week period.
- 4.2.4 The use or release of balloons is discouraged due to their impact on the environment.
- 4.2.5 Picking flowers or other plants, or planting plants of any kind on or around a gravesite or any other area within the Cemetery is not permitted. Placing any kind of item to mark or outline a gravesite in a way that prevents lawn regrowth is not permitted except in authorised areas (Sections C and D, and the Orthodox and Muslim Monument sections). Pebbles or rocks that are contained by edging may be used.

**5. Associated Documents**

Floral and Ornamental Tributes Information Brochure.

**6. References and Legislation**

This policy is written in compliance with the Northern Territory Cemeteries Act and Regulations, the NT Local Government Act and Regulations and the Workplace Health and Safety Act and Regulations.

**7. Review History**

| Date Reviewed | Description of changes (Inc Decision No. if applicable)  |
|---------------|--|
| 17/01/2018    | <p>Reformatted and renumbered according to Council’s Policy Framework.</p> <p>Previous guidelines reworded to become policy statements.</p> <p>A set of relevant definitions has been included for clarity.</p> <p>Additional Statements</p> <ul style="list-style-type: none"> <li>4.1.4 Large pot plants in non-breakable containers are permissible with prior approval from management.</li> <li>4.2.2 Non-breakable ornaments and other mementos can also be left on significant days for a period of two weeks but only with the advance permission of the manager of Thorak Regional Cemetery and then must be removed.</li> <li>4.2.4 The use or release of balloons is discouraged due to their impact on the environment.</li> </ul> |
| 11/10/2012    | <p>Inclusion of a grandfather clause regarding floral and ornamental tributes left prior to 2008 when Litchfield Council assumed full responsibility for the cemetery. This enabled people to keep any items that did not conform to the new policy if they were left prior to 2008.</p>   |