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| <h1>GUIDELINES</h1> |  | Approved Date: 25.03.20 Review Date: 25.03.23 |
| | | Location: Essential Services & Assets |

TITLE: CEMETERY – TRIBUTES & GROUNDS MANAGEMENT GUIDELINES

The Municipal Council of Roxby Downs endeavours to maintain the cemetery to a high standard for the benefit of the community. In establishing the standards for maintenance levels at the cemetery, Council consider it important that members of the community are aware of the various types of tributes, both acceptable and unacceptable, and the maintenance requirements at the cemetery. The following guidelines aim to provide clear advice regarding the types and placement of tributes at gravesites.

General Information

Council welcomes the placement of fresh or artificial tributes at burial sites, however glass jars, ornaments, flags, photo frames, candles, toys, wind chimes or similar within burial sites are not permitted for safety reasons. If vases are required to be installed then Council should be consulted to ascertain the acceptable types that are available and approved for placement within the cemetery. Any broken or damaged receptacles will be discarded.

Fresh flowers that have withered or died and artificial flowers that have badly faded will be removed. Although artificial arrangements are welcome, from an environmental point of view, fresh flowers are preferred.

To maintain a clean and tidy environment, rubbish bins are available for use by the community.

Garden furniture (ie seating) may not be placed at the cemetery without prior written approval from the Roxby Council.

Council reserves the right to remove any item from within the cemetery grounds that does not meet the requirements of these guidelines.

If you need to contact Council to seek clarification on any aspect of the guidelines, please contact Council on 8671 0010 or via email at roxby@roxbycouncil.com.au

Placement of Tributes

A maximum of two receptacles permitted per gravesite. Ceramic (or similar) vases/containers can be placed on either side of the headstone, please ensure that they do not encroach on neighbouring plots. These vases can be secured/glued into place.

Monuments

- Monumental work undertaken at the cemetery must be by a Monumental Mason or Cemetery Authority approved company who holds a licence to work in that cemetery.
- All monumental work must be approved by Council prior to commencement.
- The licensed Mason must hold a minimum of \$10m Public Liability Insurance and have a certificate of currency for Workcover or personal Indemnity Insurance and evidence of this must be provided to Council. All contractors working at the cemetery must adhere to Council's WHS Contractors Management Policy.
- An application that must be supplied to Council by the Mason will need to be signed by the person requesting the work and include information such as:

- The name of the person interred at the cemetery
- The size and colour of the memorial
- The date of death and other relevant information regarding the interred person
- There are no regulations imposed with regard to heights for monumental work, however work undertaken must be kept within the burial site which is 2.7m x 1.4m
- All memorial work must be to a high standard and should not conflict with the general appearance of the cemetery.

Actions that are not permitted:

- Placement of tributes such as ceramic angels on top of headstones or surrounds
- Affixing flowers with nails, wire etc to allotment or plaque
- Encroaching onto neighbouring allotments
- Painting of headstone or surrounds
- Receptacles must not protrude over concrete border
- Niche Walls flat surface – Due to the flat surface tributes are unable to be placed in this area.

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