



CITY OF
MITCHAM

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE BURIAL AND CREMATION REGULATIONS 2014

28 OCTOBER 2022

Delegation Sources

- Burial and Cremation Regulations 2014

Positions

Abbreviation	Position	Name
Chief Executive Officer	Chief Executive Officer	
General Manager Corporate Services and Innovation	General Manager Corporate Services and Innovation	
GM Engineering and Horticulture	General Manager Engineering and Horticulture	
Group Manager City Operations	Group Manager City Operations	
Manager City Maintenance	Manager City Maintenance	
Manager Finance and Rates	Manager Finance and Rates	

Instrument of Delegation under the Burial and Cremation Regulations 2014

Burial and Cremation Regulations 2014				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
regulation 12(1)	Ensure remains are placed in labelled container and stored in ossuary	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 12(2)	Provide notice to the Attorney-General and Registrar of removal of remains to ossuary	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 17(2)	Approve manner of marking name plate attached to coffin or bodily remains	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 18(1)(a)	Approve construction material for mausoleum or vault	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 18(5)	Be satisfied that mausoleum or vault is sealed	Chief Executive Officer		relevant authority for cemetery or crematorium

Burial and Cremation Regulations 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
regulation 19(1)	Open and inspect mausoleum or vault	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 19(3)	Cause work to be undertaken if person fails to comply with notice provided under regulation 19(2)	Chief Executive Officer, General Manager Corporate Services and Innovation, Manager Finance and Rates		relevant authority for cemetery or crematorium
regulation 19(3)	Recover costs of undertaking work if person fails to comply with notice provided under regulation 19(2)	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 21(3)	Ensure nameplate is provided to person holding the relevant cremation permit or a person authorised by that person	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 22	Fence the cemetery or natural burial ground	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation	Issue direction to person in charge of a motor	Chief Executive Officer		relevant authority for

Burial and Cremation Regulations 2014

Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
24(1)	vehicle within a cemetery or natural burial ground as to the driving of the vehicle			cemetery or crematorium
regulation 24(2)	Issue direction to person in charge of a motor vehicle within a cemetery or natural burial ground as to the parking of the vehicle	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 25	Authorise removal, damage, defacement or interference of fixtures, structure or grounds within the cemetery or natural burial ground	Chief Executive Officer		relevant authority for cemetery or crematorium
regulation 27	Require a person to leave the cemetery or natural burial ground	Chief Executive Officer		relevant authority for cemetery or crematorium