



ADELAIDE HILLS COUNCIL

INSTRUMENT OF DELEGATION

INSTRUMENT OF DELEGATION UNDER THE BURIAL
AND CREMATION REGULATIONS 2014

15 SEPTEMBER 2023

Positions

Abbreviation	Position
Cemeteries Officer (478)	Cemeteries Officer (478)
Chief Executive Officer (95)	Chief Executive Officer (95)
Community Ranger (333)	Community Ranger (333)
Community Ranger (357)	Community Ranger (357)
Community Ranger (358)	Community Ranger (358)
Director Corporate Services (41)	Director Corporate Services (41)
Leading Worker Open Space (Playgrounds and Cemeteries) (471)	Leading Worker Open Space (Playgrounds and Cemeteries) (471)
Manager Property Services (394)	Manager Property Services (394)
Property Officer (113)	Property Officer (113)
Senior Ranger (99)	Senior Ranger (99)
Team Leader Regulatory Services (196)	Team Leader Regulatory Services (196)
Team Member Open Space (472)	Team Member Open Space (472)

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 (95), Director Corporate Services (41), Cemeteries Officer, Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 12(2)	Provide notice to the Attorney-General and Registrar of removal of remains to ossuary	Chief Executive Officer (95), Director Corporate Services (41), Cemeteries Officer, Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 16	Fill interment site to level of natural surface	Chief Executive Officer (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	

Burial and Cremation Regulations 2014				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
regulation 17(2)	Approve manner of marking name plate attached to coffin or bodily remains	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 18(1)(a)	Approve construction material for mausoleum or vault	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 18(5)	Be satisfied that mausoleum or vault is sealed	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 19(1)	Open and inspect mausoleum or vault	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	

Burial and Cremation Regulations 2014				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
regulation 19(2)	Give notice to take remedial action if mausoleum or vault does not comply with the Burial and Cremation Regulations or offensive odours or noxious gases or fluids have escaped or are escalating from the mausoleum or vault	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 19(3)	Cause work to be undertaken if person fails to comply with notice provided under regulation 19(2)	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 19(3)	Recover costs of undertaking work if person fails to comply with notice provided under regulation 19(2)	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Property Officer (113), Cemeteries Officer (478)	NIL	
regulation 21(1)	Dispose of name plate, metal or plastic fitting, any other object removed from the exterior of coffin or any other thing in possession due to cremation	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Cemeteries Officer (478)	NIL	relevant authority for cemetery or crematorium

Burial and Cremation Regulations 2014				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
regulation 21(3)	Ensure nameplate is provided to person holding the relevant cremation permit or a person authorised by that person	Chief Executive Officer (95), Director Corporate Services (41), Manager Property Services (394), Cemeteries Officer (478)	NIL	relevant authority for cemetery or crematorium
regulation 22	Fence the cemetery or natural burial ground	Chief Executive Officer (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196), Cemeteries Officer (478)	NIL	relevant authority for cemetery or crematorium
regulation 24(1)	Issue direction to person in charge of a motor vehicle within a cemetery or natural burial ground as to the driving of the vehicle	Chief Executive Officer (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113), Community Ranger (333), Community	NIL	relevant authority for cemetery or crematorium

Burial and Cremation Regulations 2014				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
		Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196), Cemeteries Officer (478)		
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 (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196), Cemeteries Officer (478)	NIL	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 (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113)	NIL	relevant authority for cemetery or crematorium

Burial and Cremation Regulations 2014				
Provision	Power and Functions Delegated	Delegate	Conditions and Limitations	Capacity of Council
regulation 26(a)	Cause removal of unattached ornament, empty flower container, broken masonry, decayed or broken wreath or dead flowers from the cemetery or natural burial ground	Chief Executive Officer (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113)	NIL	relevant authority for cemetery or crematorium
regulation 26(b)	Cause pruning, cutting down or removal of plants within the cemetery or natural burial ground	Chief Executive Officer (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113)	NIL	relevant authority for cemetery or crematorium
regulation 27	Require a person to leave the cemetery or natural burial ground	Chief Executive Officer (95), Leading Worker Open Space (Playgrounds and Cemeteries) (471), Team Member Open Space (472), Manager Property Services (394), Property Officer (113), Community Ranger (333), Community Ranger (357), Community Ranger (358), Senior Ranger (99), Team Leader Regulatory Services (196)	NIL	relevant authority for cemetery or crematorium

