



6.02 Funeral Directors – Issuing of an Annual Funeral Director’s Licence and Single Funeral Permits Policy

Objective / Purpose

The purpose of this policy is to establish the governance framework for the assessment, issue, renewal, suspension and cancellation of Annual Funeral Director’s Licences and Single Funeral Permits within the Town of Port Hedland district.

This policy clarifies the statutory requirements, assessment criteria and delegated authority pathways applicable to funeral director licensing in accordance with relevant legislation and local laws.

Policy Statement

Legislative Compliance Requirements

In exercising its responsibilities under the Cemeteries Act 1986 (WA), the Cremations Act 1929 (WA) and the Town of Port Hedland Cemeteries Local Law 2015, the Town must ensure that any person issued with an Annual Funeral Director’s Licence or Single Funeral Permit satisfies the statutory requirements prescribed under those instruments.

In accordance with sections 17 and 18 of the Cemeteries Act 1986 (WA), the Town must be satisfied that the applicant:

- is of good repute and is fit to hold a funeral director’s licence; and
- has suitable facilities and equipment for handling and storing human remains and conducting funerals.

Where there is any inconsistency between this policy and applicable legislation or local law, the legislation or local law prevails.

Town Assessment Criteria

In addition to statutory compliance requirements, the Town will assess applications having regard to the Standard Requirements set out in this policy, including but not limited to:

- character and professional references;
- financial sustainability (including audited accounts where required);
- compliance with applicable professional codes of conduct;
- adequacy, dignity and suitability of facilities, vehicles and equipment; and
- satisfactory inspection outcomes.

These assessment criteria support the Town in determining whether an applicant meets the statutory fitness and facility requirements.

Decision-Making and Delegated Authority

Applications for an Annual Funeral Director's Licence and Single Funeral Permits will be assessed and determined in accordance with the Town's current Delegations Register, as amended from time to time.

Where delegated, authorised officers may:

- assess and determine applications for Annual Funeral Director's Licences;
- issue Single Funeral Permits;
- impose reasonable conditions on licences and permits;
- require further information or inspection of facilities; and
- suspend or cancel licences in accordance with applicable legislation and local laws.

Where a matter falls outside delegated authority, involves significant compliance concerns, or requires determination under statutory provisions, it must be referred to the Chief Executive Officer or the Town in accordance with the Delegations Register.

All decisions under this policy must be documented in writing and retained in accordance with the Town's recordkeeping requirements.

Exercise of Discretion

In exercising discretion under this policy, the Town will apply the following principles to ensure decisions are fair, consistent and defensible:

- decisions will be made in accordance with applicable legislation and local laws;
- procedural fairness will be afforded to applicants;
- assessment will be based on relevant evidence and objective criteria;
- similar applications will be treated consistently unless material differences justify an alternative outcome;
- public health, safety and dignity considerations will be prioritised; and
- decisions will be proportionate to the nature and severity of any identified compliance concerns.

All discretionary decisions, including refusal, suspension or cancellation of a licence, will be documented with clear reasons.

Professional Association Membership

Membership of a recognised professional funeral industry association is not mandatory for the issue of an Annual Funeral Director's Licence or Single Funeral Permit unless required under applicable legislation.

Evidence of membership in a recognised professional association may be considered by the Town as part of the overall assessment of the applicant's professional standards, ethical conduct and commitment to industry best practice.

Professional association membership does not, of itself, guarantee approval.

Standard Requirements

Prior to a new licence or permit being issued, or an existing licence renewed, the applicant must satisfy the Standard Requirements adopted by the Town and set out in Appendix C to this policy.

These requirements support the Town in assessing compliance with statutory fitness and facility obligations under the Cemeteries Act 1986 (WA).

Cancellation or Suspension of an Annual Funeral Director's Licence

1. The Town may cancel or suspend an annual funeral director's licence in accordance with section 18(1) of the Act.
2. Under section 18(1)(d) of the Act the Town may by notice in writing delivered to the holder of a licence, cancel or suspend the licence if it is no longer satisfied in relation to the holder of the licence of the matters referred to in section 17(2) being that the licence holder:
 - a. is of good repute and is fit to hold a funeral director's licence; and
 - b. has suitable facilities and equipment for handling and storing dead bodies and conducting funerals.
3. Without limiting the Town's discretion under section 18(1), the Town will have regard to the following criteria for the purposes of sections 18(1)(d) and 17(2)(a) in determining whether the licence holder remains of good repute and is fit to hold a funeral director's licence:
 - a. whether the licence holder has breached any condition of the licence and whether any such breach has been rectified;
 - b. whether any written complaints have been received by the Town in relation to the licence holder and whether the response of the licence holder to such complaint(s) was satisfactory;
 - c. whether the licence holder has committed any breach of the licence holder's Code of Conduct and whether any such breach has been rectified;
 - d. whether the licence holder has ceased to be a member of either the Australian Funeral Directors Association or the National Funeral Directors Association;
 - e. whether the licence holder has failed to comply with any professional or ethical standard of the Australian Funeral Directors Association or the National Funeral Directors Association;
 - f. whether the licence holder has failed to comply with any provision of the Act, the Cremation Act 1929 or the Town of Port Hedland's Cemeteries Local Law 2015;
 - g. whether the licence holder has become bankrupt or financially insolvent;
 - h. whether the conduct of the licence holder or any employee of the holder in directing or attempting to direct a funeral within a cemetery or in undertaking any other activity ancillary or incidental to a funeral was in the opinion of the Town inappropriate or unbecoming; or
 - i. any other consideration relevant in the Town's opinion to determining whether the licence holder remains of good repute and fit to hold a funeral director's licence.
4. Without limiting the Town's discretion under section 18(1), the Town will have regard to the following criteria for the purposes of sections 18(1)(d) and 17(2)(b) in determining whether the annual licence holder continues to have suitable facilities and equipment for handling and storing dead bodies and conducting funerals:
 - a. the results of any inspections made of the licence holder's premises;
 - b. whether the licence holder continues to comply with paragraphs 9, 10, 11, 12, 13, and 14 of the Standard Requirements set out in this Policy;
 - c. whether the licence holder has at any time failed to utilise suitable facilities or equipment in the handling, transport and storage of dead bodies and conducting funerals;
 - d. whether any facilities, premises or equipment has failed at any time to conform with any public health or local government authority requirements;
 - e. whether any complaints have been made to the Town or the licence holder in relation to the

facilities, premises or equipment of the licence holder and whether the response of the licence holder to such complaint(s) was satisfactory; or

- f. any other consideration relevant in the Town's opinion to determining whether the licence holder continues to have suitable facilities and equipment for handling and storing dead bodies and conducting funerals.

Legislative Framework

This policy is made and applied in accordance with the following legislation and local laws:

- Cemeteries Act 1986 (WA)
- Cremations Act 1929 (WA)
- Town of Port Hedland Cemeteries Local Law 2015
- Local Government Act 1995 (WA)

The Town's authority to issue, refuse, suspend or cancel licences derives from the above legislation and is exercised in accordance with the Town's Delegations Register. Where there is any inconsistency between this policy and applicable legislation or local law, the legislation or local law prevails.

Related Policies and Governance Instruments

This policy is to be read and applied in conjunction with:

- the Town's Delegations Register (as amended from time to time);
- the Town of Port Hedland Cemeteries Local Law 2015;
- relevant public health and regulatory compliance frameworks; and
- any operational standards or inspection procedures adopted by the Town for cemetery management.

Definitions

Council refers to the Town of Port Hedland.

Funeral means a ceremony or service held after a person's death, including the person's burial or cremation.

Satisfactory means meeting the reasonable discretion of the Chief Executive Officer of the Town of Port Hedland.

Policy Administration

Administration	Detail
Business Unit	Environmental Services
Directorate	Regulatory Services
Delegated Authority	<ul style="list-style-type: none"> • 21.4.1 – General Powers • 21.4.2 – Authorised Officers • 21.4.3 – Prescribed Offences All decisions under this policy must be exercised in accordance with the Delegations Register.
Review Frequency	2 yearly

Appendices

- Appendix A – Application Form: Annual Funeral Director's Licence
- Appendix B – Application Form: Single Funeral Permit
- Appendix C – Inspection Checklist and Standard Requirements
- Appendix D – Supporting Documentation Requirements

Appendices provide procedural and administrative guidance and do not override statutory obligations.

Document Control

Version	Resolution No.	Adoption Date
01	-	25.09.2005
02	-	25.01.2006
03	CM202021/018	26.08.2020
04	CM202021/152	28.04.2021
05	CM202122/095	15.12.2021
06	CM202627/130	25.03.2026

The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.

Application for Annual Funeral Director's Licence

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



APPENDIX 1

1. APPLICANT

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Surname:	
First name:	
Trading Name of Business:	
Business Address(es):	
Postal Address:	
Work Phone:	
Email	
Mobile Phone:	
Home Phone:	

2. SPECIFIC FUNERAL DIRECTOR INFORMATION:

For Annual Period:	From:	To:
Number of years Applicant has held a Funeral Directors Licence:		Years
Have you been convicted of any offence, anywhere?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' provide details:		
Have you ever been declared bankrupt or placed in receivership?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes' provide details:		

Application for Annual Funeral Director's Licence

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



3. BUSINESS INFORMATION:

COMPANIES:	
Full Name and Addresses of:	
Director/s:	
Manager/s:	
Registered Office:	
PARTNERSHIPS:	
Full Name and Addresses of Partners:	

4. APPLICATION:

I hereby apply to the Town of Port Hedland for a funeral director's licence in accordance with the <i>Cemeteries Act 1986</i> , <i>Town of Port Hedland Cemetery Local Law 2015</i> and Policy 13/012 Funeral Directors – Issuing of an Annual Funeral Director's Licence and Single Funeral Permits and acknowledge that my application may be refused or my licence may be suspended or cancelled by the Town if the Town is no longer satisfied that I am of good repute and fit to hold a funeral director's licence; or that my facilities and equipment for handling and storing dead bodies and conducting funerals are no longer suitable.	
Full Name and Capacity of Person Completing this Application:	
Full Name (Print):	
Position Title:	
Applicant signature:	
Date (DD/MM/YY):	

5. OFFICE USE ONLY:

Received on:	/ /	Referred to CEO:	/ /
Approved on:	/ /	Licence Issued on:	/ /
Licence Fee Paid on:	/ /	Receipt Number:	

Application for Single Funeral Permit

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



APPENDIX 2

This permit is for one burial only.

Permit applications must be received at least 48 hours prior to the preferred day of the funeral

Permit applications without attached supporting documentation will not be accepted.

Applications must align with the Town of Port Hedland Policy 13/012 Funeral Directors–

Issuing of an Annual Funeral Director's Licence and Single Funeral Permits

1. DECEASED DETAILS

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Surname:	
First name:	
Alias:	
Address:	
Place of Birth:	
Date of Birth:	
Place of Death:	
Date of Death:	
Age:	
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Occupation:	
Religion:	

Application for Single Funeral Permit

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



2. BURIAL DETAILS

Burial Date:	
Burial Time:	
Cemetery:	
Section:	
Width of Coffin:	
Length of Coffin:	
Double Depth Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Size of Ground:	
Backfill to be completed by:	<input type="checkbox"/> Town of Port Hedland <input type="checkbox"/> Family

3. APPLICANTS DETAILS

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Surname:	
First name:	
Relationship to Deceased:	
Address:	
Postal Address:	
Phone:	
Mobile:	
Email:	
Signature:	
Date:	

Application for Single Funeral Permit

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



4. GRANTEE DETAILS

Title:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr
Surname:	
First name:	
Address:	
Email:	
As Grantee, I hereby approve this burial to take place in the above mentioned grave.	
Signature:	
Date:	
Copy of Grant of right of burial is attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. FUNERAL DIRECTOR DETAILS *(complete if relevant)*

Name of Minister / Company officiating:	
Phone / Mobile:	
Email:	
Copy of Medical Certificate of Death or Coroner's order provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please provide a National Police Certificate	<input type="checkbox"/> Included
Please provide a character reference:	<input type="checkbox"/> Included

Application for Single Funeral Permit

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



Town of
Port Hedland



Please attach a document describing facilities to be used for refrigeration and body preparation	<input type="checkbox"/> Included
Signature:	
Date:	

6. VEHICLE DETAILS

Make:	
Model:	
Year	
Registration:	

7. INSURANCE DETAILS

Public Liability – Name of Insurer:	
Policy Number:	
Expiry Date:	
Copy Attached:	
Workers Compensation – Name of Insurer:	
Policy Number:	
Policy Number:	
Expiry Date:	

Application for Single Funeral Permit

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



8. APPLICATION:

I hereby make an application for a Single Funeral Permit to be issued in relation to the details above and in support of such an application I declare as follows:

1. I have in my possession a Medical Certificate or Coroner's Order for the deceased.
2. I will complete a Certificate of Identification prior to the burial of the deceased.
3. I have permission to re-open the grave if required.
4. I am the holder of the Grant of Right of Burial, or have written consent from the grantee to bury the above named deceased in the grave; and that I indemnify the Town of port Hedland from expenses or damages resulting from the exercise of such rights.
5. That the deceased will be enclosed in a substantial coffin bearing the name of the deceased person stamped (or otherwise indelibly inscribed) in legible characters on a metal plate affixed to the coffins lid. A lead strip placed under the name plate mentioned above which also bears the surname of the deceased
6. That the vehicle used to transport the body and coffin within the cemetery is suitable for the task.
7. In the event of a permit being issued, I will comply with the Cemetery local Laws of the Town of Port Hedland.
8. I agree to maintain Public liability cover and Workers Compensation Insurance cover (where applicable) as a condition of my permit; and, I have submitted within this application copies of my Insurance details.

Full Name and Capacity of Person Completing this Application:

Full Name (Print):

Applicant signature:

Date (DD/MM/YY):

Application for Single Funeral Permit

Cemeteries Act 1986

Town of Port Hedland Cemetery Local Law 2015



9. OFFICE USE ONLY:

Received on:	/ /	Referred to CEO:	/ /
Approved on:	/ /	Licence Issued on:	/ /
Licence Fee Paid on:	/ /	Receipt Number:	
Synergy Reference:		Cemetery Maps updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No

Western Australia

Oaths, Affidavits and Statutory Declarations Act 2005

Statutory Declaration

I, _____ {name of person making declaration}

of _____ {address of person making declaration}

occupation _____ {occupation of person making declaration}

sincerely declare that I have met the standard requirements of Town of Port Hedland *Policy 13/012* Funeral Directors – Issuing of an Annual Funeral Director’s Licence and Single Funeral Permits as part of my application for an annual funeral directors licence:

Standard requirements	Confirmation	Evidence attached
Three (3) character or professional references		
Current National Police Certificate		
Well-presented dignified hearse or other vehicle presented as a hearse with efficiently operating roller device and coffin clamping facility		
Transfer vehicle suitable for the proper and dignified transportation of human remains		
Dignified viewing area		
Appropriate office space		
Access to hygienic facilities and equipment appropriate for the proper care and treatment of human remains, as follows:		
• Refrigerated body storage facilities		
• Hot and cold running water		
• Easily cleansed surfaces		
• Ventilation		
• Waste disposal		
• Lighting		
• Basic mortuary equipment		
Safe and dignified handling written procedures		
Certification by public health authority that all facilities, premises and equipment conform to public health authority requirements		
Audited set of current financial accounts		
Statement of compliance with Metropolitan Cemeteries Board of WA Code of Conduct		

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

At _____ {place}

On _____ {date}

By _____ {Signature of person making the declaration}

In the presence of

_____ {Signature of authorised witness}

_____ {Name of authorised witness}

_____ {Qualification as such a witness}

An authorised witness for a statutory declaration that is made at a place in Western Australia is:

- any person described in the second column of Schedule 2 of the OASD Act; or
- any person before whom, under the *Commonwealth Statutory Declarations Act 1959*, a statutory declaration may be made.

The informal descriptions of persons described in Schedule 2 of the OASD Act are listed below:

Authorised Witnesses¹

Academic (post-secondary institution)	Engineer	Patent attorney
Accountant	Industrial organisation secretary	Physiotherapist
Architect	Insurance broker	Podiatrist
Australian Consular Officer	Justice of the Peace	Police officer
Australian Diplomatic Officer	Landgate officer	Post office manager
Bailiff	Lawyer	Psychologist
Bank manager	Local government CEO or deputy CEO	Public notary
Chartered secretary, governance adviser or risk manager	Local government councillor	Public servant (Commonwealth)
Chemist	Loss adjuster	Public servant (State)
Chiropractor	Marriage celebrant	Real estate agent
Company auditor or liquidator	Member of Parliament	Settlement agent
Court officer	Midwife	Sheriff or deputy sheriff
Defence force officer	Minister of religion	Surveyor
Dentist	Nurse	Registered teacher
Doctor	Optometrist	Tribunal officer
Electorate officer of a member of State Parliament	Paramedic	Veterinary surgeon

¹[Table updated on 03/04/2020]

Note: For the full formal description of authorised witnesses for statutory declarations refer to Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.