

# Memorandum

**Date:** 27 July 2020  
**To:** Parish Council Secretaries and Incumbents  
**From:** Linda Wilson – Chief Operating Officer  
**Subject:** Cemetery Operator Activity Report – July 2019 to June 2020  
**Document:** 015/2020

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## 2019/2020 Annual Operator Activity Survey

It is a requirement of Cemeteries and Crematoria NSW to collect operational activity data for all cemeteries, columbaria and memorial gardens in NSW.

The survey form attached is to be completed and emailed to [ccnsw.register@cemeteries.nsw.gov.au](mailto:ccnsw.register@cemeteries.nsw.gov.au) no later than Friday 30 September 2020. When sending we request that you also provide a copy to [property@newcastleanglican.org.au](mailto:property@newcastleanglican.org.au) for our records.

Due to the significant penalties in place for non-compliance, we will be following up these lodgements with parishes who have not submitted their return in early September. It would be most helpful for the forms to be lodged early and by 31 August 2020 for this purpose.

I attach for your reference:

1. Cemetery Crematorium Operator Activity Reporting Form 2019-2020 for completion and return
2. Operator Instructions from Cemeteries and Crematoria NSW

Also attached is:

3. List of known Cemeteries as at July 2020 (this is an internal Diocesan list)
4. Cemeteries and Crematoria Facilities Listing (Official NSW record of facilities)

If you are unsure if you need to complete a lodgement, please check these lists.

Any updates to the lists or queries can be made by emailing the Diocesan Property team on the email address above.

Thank you for your co-operation.

Yours sincerely



**Linda Wilson**  
**Chief Operating Officer**