# Initial Self-Assessment Checklist

This initial self-assessment checklist is to assist operators in assessing their compliance against Licence Condition B. This checklist is not prescribed by Cemeteries and Crematoria NSW (CCNSW) for the purpose of Licence Condition B.4.

## Introduction

This initial self-assessment checklist is to assist operators to understand and move towards compliance with the maintenance licence conditions (Licence B). This will later be replaced with a mandatory self-assessment checklist, prescribed by CCNSW for the purpose of Licence Condition B.4. Operators will then be required to complete the self-assessment checklist and return it to CCNSW yearly (for Category 1 operators) and every second year (for Category 2 operators).

The self-assessment checklist sets out action items for operators to complete to assist them in complying with Licence Condition B. By completing this self-assessment checklist, operators should be well-placed to identify any gaps in their maintenance approach and remedy these to ensure compliance with Licence Condition B.

## Using this self-assessment checklist

The checklist is structured to follow the order of Licence Condition B and is split into 3 columns:

* Column 1 contains a single checkbox and is to be completed once all items in Columns 2 and 3 are completed. It is the final check for each item.
* Column 2 contains multiple checkboxes for completion and addresses the requirements of Licence Condition B. Operators are required to work through each of these and tick as completed.
* Column 3 allows operators to self-assess their progress against each item : with four options of Well Established, Maturing, Emerging or Absent. This will allow operators to focus any further activities on those areas that may currently be Emerging or Absent.
* Column 4 is for operators to include comments on how they have achieved compliance, or how they are working towards compliance.

The first row in the below contains an example of how to complete the checklist, including a sample comment.

Category 2 operators are not required to complete the last row pertaining to Licence Condition B.6.

|  |  |  |  |
| --- | --- | --- | --- |
| Completed | Tasks for completion | Self-assessment | Comments |
| B.1 (All operators) - Operator must ensure Site maintenance is carried out and public access to the cemetery is maintained. |
|[ ]  [ ]  | Is your site accessible during daylight hours, or have you identified other arrangements by appointment? | *Select the most appropriate option:* * *Well Established*
* *Maturing*
* *Emerging*
* *Absent*
 | *Example: Signage at entry of cemetery and administration building sets out opening hours and after-hours contacts, including website details to make appointments.* |
|  | [ ]  | Do you have a procedure about how you will respond to fallen trees, branches and other safety hazards? |  | *Example: Safety Hazard Procedure prepared and published on website which includes a risk assessment process and timeframes for removing hazards such as trees or branches.* |
|  | [ ]  | Are you conducting basic grounds maintenance to ensure the site remains accessible? |  | *Example: Mowing conducted once a month in summer, once every 2 months in winter, to ensure site is accessible.*  |
| B.2 (Category 1 and 2 Operators) - Operators must prepare a document which outlines the operational maintenance needs of the Site |
|[ ]  [ ]  | Do you have a document setting out your cemetery’s maintenance requirement (does not need to be a standalone document)? |  |  |
|  | [ ]  | Does your document include the status of each of your sites as either active or inactive? |  |  |
|  | [ ]  | Have you provided site mapping? |  |  |
|  | [ ]  | Have you considered the cemetery lifecycle to determine your maintenance needs? |  |  |
|  | [ ]  | Do you have an asset list identified by class? |  |  |
|  | [ ]  | Do you have an inspection cycle for each of your listed assets and your memorials/monuments? |  |  |
|  | [ ]  | Have you prepared a maintenance schedule, including frequency of maintenance activities? |  |  |
|  | [ ]  | Do you acknowledge that if you are a Category 1 operator, you need to update the maintenance schedule annually and notify CCNSW, and if you are a Category 2 operator, this is needed every 2 years? |  |  |
| B.3 (Category 1 and 2 operators) - Operators must keep records of their operational maintenance activities |
|[ ]  [ ]  | Do you have a document/record recording the maintenance activities undertaken in line with your B.2 maintenance document? |  |  |
|  | [ ]  | Does your document include space or prompts to describe the activity, reason for maintenance, date and costs? |  |  |
|  | [ ]  | Are you retaining these records so they can be provided to CCNSW on request? |  |  |
| B.4 (Category 1 and 2 operators) - Operators must provide CCNSW with a completed self-assessment checklist |
|[ ]  [ ]  | Have you completed each item on this self-assessment checklist, including comments on how each task has been completed (or will be completed)? |  |  |
|  | [ ]  | Do you acknowledge that if you are a Category 1 operator, you need to provide an updated checklist annually, and if you are a Category 2 operator, this is needed every 2 years (both timeframes commencing from the date on which you were granted your licence).  |  | *Note this section is greyed out as will not apply until a formal Self Assessment Checklist is published by CCNSW.* |
| B.5 (Category 1 and 2 operators) - Operators must comply with site maintenance standards  |
|[ ]  **Site entry and access** |
|  | [ ]  | Are your site entry points identifiable? |  |  |
|  | [ ]  | Have you installed signage with your site name, operator contact details and opening hours? |  |  |
|  | [ ]  | Have you conducted a risk assessment to determine whether fencing is needed and whether any fencing will impact heritage character of your cemetery? |  |  |
|  | [ ]  | Are the boundaries of your site well defined (either by fences, roads, hedges or bollards)? |  |  |
|  | **Cemetery grounds** |
|  | [ ]  | Have you prepared a memento policy setting out the types of mementos visitors can leave (eg. flowers, plants, soft toys)? |  |  |
|  | [ ]  | Does your memento policy outline which what types of materials are not permitted? |  |  |
|  | [ ]  | Do you have a process for ensuring access paths do not become overgrown? |  |  |
|  | [ ]  | Do you have a process for identifying fallen trees or branches (eg. regular inspections)? |  |  |
|  | [ ]  | Does your maintenance document outline which herbicides and/or chemicals are and are not permitted? |  |  |
|  | [ ]  | Do you have speed limit signs (if applicable)? |  |  |
|  | [ ]  | Have you conducted a risk assessment about whether speed limit signs are required? |  |  |
|  | [ ]  | Have you identified any religious or cultural requirements for site maintenance (eg. requiring running water near a Muslim portion)? |  |  |
|  | [ ]  | If identified, have you included those requirements in your maintenance document? |  |  |
|  | **Memorials** |
|  | [ ]  | Do you have a process for ensuring your memorials comply with Australian Standards? |  |  |
|  | [ ]  | Have you prepared a safety inspection process for assessing memorials every 5 years? Are these assessments being conducted? |  |  |
|  | **Heritage values** |
|  | [ ]  | Have you checked if your site is on the State Heritage Register? |  |  |
|  | [ ]  | Have you developed a conservation management plan (if needed)? |  |  |
|  | **Public information** |
|  | [ ]  | Does your signage provide information to the public (eg. site mapping or maintenance works)? |  |  |
|  | [ ]  | Is your signage visible, while not creating any physical obstruction or hazard? |  |  |
|  | [ ]  | Do you provide basic information to enable people to locate individual plots?  |  |  |
| B.6 [For Category 1 operators only] - Operators must comply with additional site maintenance standards  |
|[ ]  **Environmental management** |
|  | [ ]  | Have you obtained a Safe and Useful Life Expectancy (SULE) report, or equivalent? |  |  |
|  | [ ]  | Are your landscape supply storage and soil stockpiles positioned to minimise visual disruption?  |  |  |
|  | **Built assets and infrastructure**  |
|  | [ ]  | Do you have an asset management plan? |  |  |
|  | [ ]  | Have you determined the condition of your assets? |  |  |
|  | **Maintenance skills and resources**  |
|  | [ ]  | Have you reviewed the qualifications (whether formal, or on the job skills and training) that you require and expect of your staff? |  |  |
|  |  | Have your staff attended appropriate vocational training including cemetery safety training, safe operation of crematoria and safety inspection of memorials? (noting that this could include training from experienced staff members)  |  |  |
|  | [ ]  | Do you have a process for recording internal training? |  |  |