# Customer Service Charter





## Introduction

Since 1867, Catholic Cemeteries + Crematoria (CCC) has proudly served the Sydney community with compassionate cemetery and support services.

We're proud to be Sydney's only non-government Crown cemetery operator - a charitable trust dedicated to preserving and enhancing our cemeteries for future generations.

# Our commitment to you

We're committed to offering respectful, affordable, and compassionate services to people of all faiths, cultures, and beliefs. As a frontline provider of care in times of loss, our Service Principles guide us in delivering a consistent, positive, and empathetic experience in every interaction.

# **Our Service Principles**



### Respect

We're honoured to support you with compassion, respect, and fairnessalways mindful of your values, beliefs, and cultural needs. Discrimination is never tolerated.



### Engagement

We keep our stakeholders informed on important matters and actively engage with them regarding new products, services, and infrastructure that may affect them.



### Choice

We provide a range of products and services tailored to our customers' needs, with affordable options available across multiple convenient locations.



### Professionalism + Integrity

We are committed to professionalism, integrity, and compassionate care. Our team upholds the highest standards through ongoing training and performance reviews, ensuring respectful service guided by our long-standing values.



### Transparency

We understand every customer has unique needs. To support informed choices, we publish our Customer Information including fees, basic (affordable) product details, and our Product Disclosure Statement - on our website.



### **Timely**

We're committed to responding promptly to your requests and keeping you informed—especially about decisions that may affect you or your interment rights. We resolve complaints fairly and in line with our Complaints and Disputes Policy.



### Quality

We're committed to delivering highquality products and services, and maintaining our cemeteries to the highest standards.



### **Record Keeping**

We maintain accurate records of your information and cemetery register, storing all data securely. Your information is never shared without your permission.



### **Grief Support**

All customers and their immediate family can access complimentary Grief Support.

### Tell us how we are doing

We value your feedback. It provides us with information that helps us to refine and improve our service.

### If we've exceeded your expectations

It is important to know what works well. By telling us when you have received excellent customer service and what we got right, it helps us recognise our people's efforts and ensure we replicate best practice across our organisation.

### If we don't meet your expectations

We are committed to ensuring all complaints received are taken seriously and handled efficiently, fairly and confidentially. If your experience does not meet expectations, we ask that you tell us as soon as possible through our customer complaint process.

### **Contact Us**

You may lodge a complaint or feedback:



Website; https://catholiccemeteries.com. au/contact/compliments-and-complaints/



In writing:

Catholic Cemeteries + Crematoria, PO Box 10, Lidcombe NSW 1825



#### By email:

enquiries@catholiccemeteries.com.au



If you are dissatisfied with CCC's handling of your complaint, you are entitled to pursue an external method of review or management. You may wish to contact:

**NSW Fair Trading** 

PO BOX 972 PARRAMATTA NSW 2124

Phone: (02) 9895 0111

Cemeteries and Crematoria NSW

Email: ccnsw.info@cemeteries.nsw.gov.au

Phone: (02) 9842 8473

### Contact Us

### **Rookwood Catholic Cemetery**

Barnet Avenue, Rookwood, NSW 2134

Phone: 1300 114 997

enquiries@catholiccemeteries.com.au

www.catholiccemeteries.com.au

### North Rocks Catholic Cemetery

North Rocks Road, North Rocks, NSW 2151

Phone: 1300 114 997

enquiries@catholiccemeteries.com.au

www.catholiccemeteries.com.au

### **Liverpool Cemetery**

207 Moore St, Liverpool 2170

Phone: 02 9602 0344

info@liverpoolcemetery.com.au www.liverpoolcemetery.com.au

### **Kemps Creek Memorial Park**

230-260 Western Rd, Kemps Creek, NSW 2178

Phone: 02 9826 2273

admin@kempscreekcemetery.com.au www.kempscreekmemorialpark.com.au

### Macarthur Memorial Park

166-176 St Andrews Rd,

Varroville NSW 2566

Phone: 1300 086 689

Email: info@mmpark.com.au

www.mmpark.com.au

#### **Head Office**

Level 2, Murray Rose Avenue Sydney Olympic Park, NSW 2127 enquiries@catholiccemeteries.com.au