

**Special Commission of Inquiry into matters relating to the Police
Investigation of certain child sexual abuse allegations in the
Catholic Diocese of Maitland-Newcastle**

STATEMENT OF ELIZABETH DOYLE

of

REDACTED

STATES ON OATH:-

1. I provide this statement in accordance with the provisions of the *Special Commissions of Inquiries Act 1983*.
2. In providing the answers in this statement I have adopted the questions which have been posed to me by the Special Counsel for the Inquiry and contained within the letter dated 13 June 2013.
3. This statement is produced by me to the Special Commission of Inquiry unwillingly and only on the basis that, without exception, section 23(2) of the *Special Commissions of Inquiry Act 1983* applies to restrict the use of this statement and the documents referred in it, and attached to it.
4. Pursuant to section 23(2) of the *Special Commissions of Inquiry Act 1983* I object to the information contained within this statement, and the attachments to the statement, being used in any criminal, civil or other proceedings or inquiries or investigations of any kind.

1. Details as to:

A. Ms Doyle's background, qualifications and experience, including:

i. Ms Doyle's date of commencement of employment with the Catholic Diocese of Maitland-Newcastle ("the Diocese").

5. I commenced employment with the Diocese on 4 January 1993.

Signed

Signed

Deponent

Witness

IN

6. Prior to my employment with the Diocese I worked in the travel industry. I worked in the travel industry for about 19 years I from 19 September 1973 to December 1992.

ii. The positions (including job descriptions for those positions) that Ms Doyle has held in the Diocese during the episcopies of Bishops Clarke, Malone and Wright.

7. I was Bishop Leo Clarke's secretary from 4 January 1993 until Bishop Clarke retired in early November 1995.

8. Attached to this statement and marked "Annexure A" is the *Job Description* dated 9 November 1992.

9. In November 1995 I became Bishop Malone's secretary and remained in that role until September 2007.

10. In 2000 my position description changed and took in the title of office manager in addition to being the Bishop's secretary.

11. Attached to this statement and marked "Annexure B" is the *Diocese of Maitland-Newcastle Position Description and Person Specification* signed by me and witnessed by Bishop Malone on 27 April 2000.

12. In September 2007 my role title changed from secretary-office manager to becoming Bishop Malone's personal assistant.

13. Attached to this statement and marked "Annexure C" is the *Diocese of Maitland-Newcastle Role Description*. I have recorded in blue biro the inscription "eff (effective) Sept 2007".

14. I remained Bishop Malone's personal assistant until he retired on 14 June 2011.

15. On 15 June 2011 Bishop Wright was ordained as the Bishop and I became his personal assistant.

16. On 19 February 2013 my role title changed from personal assistant to executive assistant to Bishop Wright.

17. Attached to this statement and marked "Annexure D" is the *Diocese of Maitland-Newcastle Position Description* signed by me and witnessed by T Brierley on 19 February 2013.

..... Signed

Deponent

Signed 2

Witness

2. Ms Doyle's understanding of the purpose of the "Special Issues" file held at the Diocese; including details as to:

A. When the file was created:

18. I cannot remember exactly when the file was created however it was during Bishop Malone's episcopate as Bishop.

B. What type of documents were contained within the file (from time of its creation onwards).

19. Correspondence and documents relating to allegations of sexual abuse.

20. It also contained correspondence that did not relate to sexual abuse including professional conduct issues.

C. Who has had access to the file (from the time of its creation onwards); and

21. During my time at the Diocese the following people had access to the file:

i. Bishop Malone;

ii. Bishop Wright;

iii. BS

iv. The Vicars General from the time of the creation of the file;

v. I cannot put a specific time frame however, in the last 18 months to two years, Teresa Brierley who is the Vice Chancellor of Pastoral Ministries; and

vi. Myself.

D. Ms Doyle's understanding or knowledge of the reasons for the title of the file.

22. I don't remember who came up with the name "Special Issues".

23. I don't remember specifically the reasons for the title of the file however as I have stated in paragraphs 19 and 20 I was aware of its contents.

..... Signed
Déponent

..... Signed 3
Witness

3. Ms Doyle's understanding or knowledge of:

A. Files held at the Chancery and/or Bishop's office in relation to correspondence with the Vatican and/or Holy See which provides details of priests accused, or criminal charged with, sexual abuse of the children; and

24. I am aware of a file in the "Special Issues" filing cabinet in the Bishop's office. This file is marked 'CDF' which stands for 'Congregation of the Doctrine of the Faith'.

25. The contents of this file are copies of documents forwarded to the Vatican and/or the Holy See.

B. The substance of such correspondence.

26. From what I have seen it lists the priest's name; a timeline/summary of charges; whether the person charged was found guilty and whether they were sent to gaol. It also contains information regarding whether the priest was dead or alive and whether the priest had been stood down from ministry. It also contains the names of victims.

4. Ms Doyle's knowledge or awareness of any guidelines, protocols and/or requirements, written or oral, during the episcopies of Bishops Clarke, Malone and/or Wright, in relation to the reporting by Diocesan officials or staff of allegations of sexual abuse by priests to the Police, and the circumstances in which this knowledge or understanding was obtained by Ms Doyle.

27. To my knowledge during Bishop Clarke's episcopie there were no guidelines, protocols or requirements in relation to the issues covered in this question.

28. In 1996 the Diocese followed the 'Towards Healing Protocols' until 2006.

29. In 2006 I received training in relation to child protection. Helen Keevers of Zimmerman House conducted this training.

30. Last year or early this year all staff attached to the Diocese including myself received a document outlining the protocol we were to follow should a person contact the Diocese in relation to child protection issues.

31. I believe this document was produced by Zimmerman Services.

Signed

Signed

Deponent

Witness

32. Attached to this statement and marked "Annexure E" is a document titled *Protocol for the Support of all Persons who make enquiries to the Diocese of Maitland-Newcastle*.
5. Details as to any instructions, written or oral, given to Ms Doyle during the episcopies of Bishops Clarke, Malone and/or Wright, in relation to requirements to cooperate with Police enquiries and/or to provide documents to Police on request and/or to volunteer any documents to the Police. If these instructions are in writing, details as to the author, date of creation and nature of the document, and to whom it was disseminated.
33. I was not given any instructions in relation to this question during Bishop Clarke's episcopie.
34. Bishop Malone gave me an oral instruction that I was to assist the Police with whatever the Police asked for. I cannot recall actual words he used, but it was words to the effect of:
- "If the Police want access to files, give it to them."
35. Bishop Wright has also given me an oral instruction to assist the Police with whatever the Police ask for.
6. Ms Doyle's awareness or knowledge of any policy, procedure or canon law requirement in relation to:
- A. The keeping of secret or confidential Bishop's files regarding clergy;
36. I do not know of any policy, procedure or canon law that relates to the keeping of secret or confidential Bishop's files regarding clergy.
- B. The destruction of any confidential or other records regarding the clergy; including the circumstances in which Ms Doyle became aware of these matters.
37. I do not know of any policy, procedure or canon law that relates to the destruction of confidential or other records regarding the clergy. However I am aware that last year Bishop Wright issued a memorandum addressing this issue.
38. Attached to this statement and marked "Annexure F" is a copy of the memorandum.

..... Signed
Deponent

..... Signed
Witness

7. Whether, to Ms Doyle's knowledge, there has been any destruction of Diocesan records relating to the clergy, and if so, the nature of such documents and the circumstances in which they were destroyed.

39. I am not aware of any destruction of Diocesan records relating to the clergy.

40. To my knowledge surplus copies of the minutes of the meetings of the 'Towards Healing Panel' were destroyed. However hardcopies and/or electronic versions were retained.

8. Whether Ms Doyle has personally typed any correspondence to any person or organisation outside the Diocese which concerns:

A. Accusations of sexual abuse of children against clergy of the Diocese

41. Yes, I have typed correspondence in relation to this issue however I don't remember any of the specifics.

B. Allegations or reports of sexual abuse of children by Fathers Fletcher and/or McAlinden (including the date and author of that correspondence and on whose instruction it was sent)

42. As I have stated above I don't remember any of the specifics of such correspondence.

9.

REDACTED

43.

44.

REDACTED

45.

46.

..... Signed
Deponent

Signed 6
Witness

47.

~~REDACTED~~

48.

10. Whether Ms Doyle has been asked take an oath of secrecy or confidentiality in relation to the business of the Diocese, and if so, the nature of the oath, and the circumstances in which that oath was taken. If such an oath was taken, please also indicate in the statement whether the taking of such an oath has impacted in any manner on the extent to which Ms Doyle is or has been able to provide cooperation or assistance to the inquiry, and on the preparation of her statement.

49. I have never been asked to take an oath of secrecy or confidentiality.

50. I have never taken an oath of secrecy or confidentiality.

11. Any other matter considered relevant to the Inquiry's Terms of Reference.

51. I am not aware of any other matter that would be of relevance to this inquiry.

Sworn at Newcastle

Signature of Deponent

Signed

.....
0/7/13

Certificate of Witness

I certify the following matters concerning the person who made this affidavit (the deponent):

- 1. I saw the face of the deponent; and
- 2. I have confirmed the deponent's identity using the following identification document:

NSW DRIVERS LICENCE NO
.....

Identification document relied on

Signature of witness

Signed

.....
2/7/13

Level 5, 384 Hunter Street, Newcastle 2300

Deponent

Witness

JOB DESCRIPTION

Secretary to Bishop
Reports to: Bishop of Maitland.

Responsibilities:

Provides the total secretarial function to the bishop which includes

- (1) typing and shorthand
- (2) arrangement of meetings
- (3) telephone calls
- (4) liaison with clergy
- (5) completion of "ad clerums"
- (6) maintenance of Bishop's seal register
- (7) responsible for allocation of excess Mass offerings
- (8) maintains sustentation account (Bishop's personal a/c)
- (9) preparation of marriage dispensations (per V.G.)
- (10) Trust a/c records.

Additionally the secretary provides some secretarial assistance to the Diocesan Vicar General and Business Manager.

Other duties include:

1. Minute secretary at Diocesan Finance Council meetings (monthly)
2. Minute secretary at Diocesan Education Council meetings (quarterly)
3. Minute secretary at some clergy conferences
4. Some lunchtime switchboard relief.

This and the following..... pages is/are the annexure
marked.....A..... referred to in the affidavit of.....
Elizabeth Davie sworn/declared before me
at *Newcastle* this *2nd*
day of *July* 20 *13*

9 November 1992

Signed

Signed

This and the following..... pages is
marked.....referred to in the aff:
.....sworn/de:
at.....this.....
day of..... 20.....

DIOCESE OF MAITLAND-NEWCASTLE

POSTION DESCRIPTION AND PERSON SPECIFICATION

IDENTIFYING DATA

Position Title: Bishop's Secretary/Office Manager
Occupant: Elizabeth Doyle
Department: Chancery Office
Reports To: Bishop of Diocese

ESSENTIAL KNOWLEDGE AND QUALIFICATIONS

- Office Management skills
- Ability to liaise with people at all levels, backgrounds and to understand and listen with compassion (face to face and telephone)
- Wide knowledge of the Church in this Diocese and a commitment and loyalty to the Ministry and ethos of the Catholic faith, the Bishop and Vicar General
- Ability to maintain confidentiality
- Word processing skills

Essential licences and/or certificates

- Driver's Licence
- Word Processing Certificates

This and the following.....⁵..... pages ~~is~~ are the annexure
marked.....^B.....referred to in the affidavit of.....
ELIZABETH DOYLE.....sworn/declared before me
at *NEWCASTLE*.....this.....^{24th}.....
day of.....*July*.....20.....¹³.....

Other requirements/experience desired/attributes

- Ability to use Microsoft office programs
- Understanding of the principles of Occupational Health & Safety and Equal Employment Opportunities
- Commitment to the local Church, Clergy and religious

Signed

Signed

POSITION ROLE OR AIM

To assist the Bishop and the Vicar General in their day to day running of the life of the Diocese by helping their "business" lives to run smoothly.

ACCOUNTABILITY AREAS

Key Result Area	Objectives	Performance Indicators
Correspondence	To ensure correspondence is completed as soon as possible following instruction from the Bishop	Work completed accurately and on time
Staff supervision	Ensure maximum performance of part time staff member	Work completed accurately and on time
Bishop's Diary	Timely and accurate preparation of Diary	Best use of Bishop's available time
Communication	Liaise and communicate with people at all levels keeping in mind the ethos and ministry of the Church	Good channels of communication
Record keeping	Ensure all documentation, dispensations etc are recorded.	Accurate and up to date recording
Loyalty to Bishop	To keep the Bishop's confidence	Have the Bishop's trust
Loyalty to Priests	To keep the Priest's trust and make them feel welcome at the Chancery Office	Have the Priest's trust Priests do visit the Chancery Office

Signed

Signed

SCHEDULE OF DUTIES

- Preparation and management of Bishop's Diary
- Banking
- Running errands
- Keep office running eg ordering stationery, maintaining equipment
- Filing
- Follow-up telephone calls
- Preparation of Liturgy booklets for Bishop
- Issuing various Marriage documents
- Arranging Bishop's/Priest's travel and functions/seminars
- Secretarial duties for Bishop and Vicar General

INTERPERSONAL SKILLS REQUIRED IN THE JOB

Significant Contact	Reason
Financial Secretariat -- Director	Special issue matters and financial questions At request of Bishop
Catholic Schools Office -- Director	School matters At request of Bishop
Priests	Various parish matters
Anglican Bishop's Secretary	Two Bishop's Trust Ecumenical Services, meetings etc

Signed

Signed

DELEGATIONS OF AUTHORITY

A. Operations

Power to redirect sensitive enquiries to other appropriate person/s as well as answering sensitive enquiries -- both face to face and telephone.

B. Operating and capital expenditure

- Purchase of office supplies and equipment to a reasonable amount
- Responsibility for petty cash

C. Administrative

- Authority to use the Bishop's signature stamp on cheques
- Authority to sign letters on behalf of the Bishop
- Authority to make contact with people on behalf of the Bishop

D. Personnel

- Responsibility for one casual staff member (authority to change days of work, organise work, reprimand etc)

Signed

Signed

RESPONSIBILITY AND IMPACT

A. Staff Establishment

Number of positions reporting direct to you 1 Part time staff member
Total number of subordinate employees As above

B. Budget Figures

Income

Expenditure

Of which Salaries/Wages \$ Nil

Other

Capital expenditure Nil

C. Other Relevant Dimensions

Nil

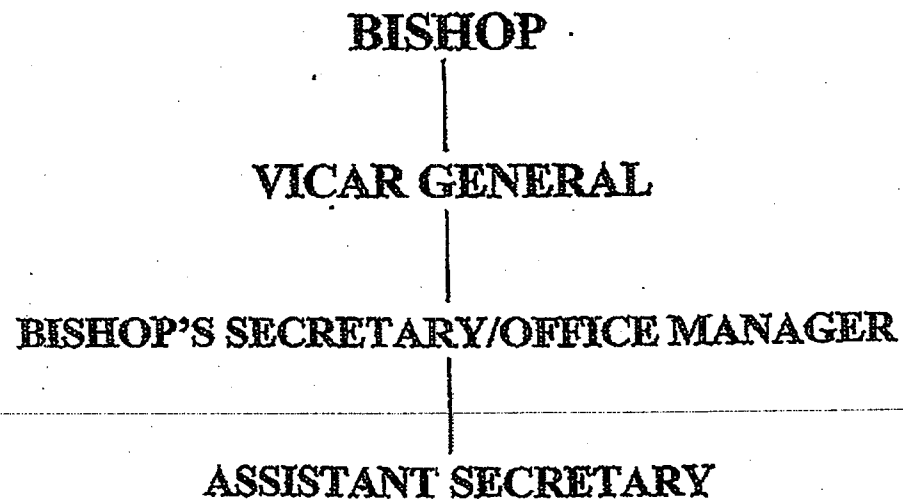
SIGNATURES

Job Occupant Signed Date 27.4.00

Immediate Superior Signed Date 27.4.00

Signed Signed

ORGANISATION STRUCTURE



Signed

Signed

DIocese OF MAITLAND-NEWCASTLE

eff. Sept
2008

This and the following 2 pages are the annexure
to ROLE DESCRIPTION C referred to in the affidavit of
Kathleen Boyd sworn/declared before me
at Newcastle this 20th
day of July 2008.

Role:

Personal Assistant (PA) to both Bishop Michael Malone, Bishop of the Diocese of Maitland-Newcastle and Teresa Brierley, Vice Chancellor Pastoral Ministries of the Diocese of Maitland-Newcastle.

Bishop Michael Malone

Purpose of Role:

To provide high-level secretarial/administrative support to the Bishop so as to enable him to effectively minister as the pastoral leader of the Diocese of Maitland-Newcastle.

Duties:

- *Loyalty to the Bishop*
 - keep the Bishop's confidence/trust
 - maintain confidentiality at all times
 - ensure Bishop and his needs are 1st priority at all times
- *Loyalty to Clergy*
 - keep the Clergy's trust/confidence
 - ensure Clergy feel welcome when visiting the Bishop and the Chancery
- *Preparation & Management of the Bishop's diary*
 - sole control of electronic diary/calendar
 - deal with all requests for appointments
 - make appointments ensuring a feasible schedule
 - redirect any requests for appointments to other appropriate persons as deemed necessary
 - liaise with the Communications Team in the researching of material necessary for the preparation of homilies, talks etc
 - ensure all relevant documentation is at hand in readiness for upcoming events
 - schedule parish visitations/confirmations
 - consult the Bishop if necessary
 - brief the Bishop as required
- *Correspondence*
 - handle all electronic and hard copy
 - forward electronic to Bishop where deemed appropriate
 - respond to all, where feasible
 - redirect to other appropriate persons as deemed necessary
 - to bishop as instructed/deemed necessary
 - process matters of a confidential nature as instructed by the Bishop
 - maintain filing system in Bishop's office
 - prepare weekly communication to clergy
 - authorise content of weekly communication to clergy

Signed

Signed

- **Telephone**
 - receive all calls for the Bishop and/or PA
 - deal with all, where feasible
 - screen all calls for the Bishop
 - redirect calls to other appropriate persons as deemed necessary

- **Bishop's Commissions/Committees**
 - liaise with appropriate personnel
 - arrange travel to attend conferences/meetings etc
 - prepare meeting papers/documentation where the Bishop is the Chair/Secretary
 - ensure all necessary documentation is at hand for attendance at meetings

- **Child Protection Management**
 - oversee discernment & processing by Chancery staff

- **Event Management**
 - Clergy Conferences
 - Clergy Retreats
 - Jubilarians Masses/Luncheons
 - Clergy Funerals
 - Volunteers thank you gatherings
 - other as instructed by bishop

- **Personal Interaction**
 - Clergy and parish personnel of the Diocese
 - Clergy of other Dioceses/Religions
 - Religious Congregations
 - Australian Catholic Bishops and staff
 - Anglican Bishop of Newcastle and staff
 - Chancellor & Vice Chancellors of the Diocese
 - Heads of Agency and staff of the Diocese
 - Dignitaries and others visiting the Bishop
 - Liaise & communicate with people at all levels mindful of the ethos and ministry of the Church

- **Chancery & Reception**
 - coordinate the day-to-day operation
 - supervise staff (4)
 - manage staff leave/ensure adequate staffing at all times
 - define roles
 - prioritise work for Chancery Administrative Assistants
 - ensure eventual multi-skilling of Chancery staff in all tasks
 - ensure/monitor 'in-house training' of new Chancery staff
 - ensure staff undertake professional development as deemed necessary
 - ensure staff are welcoming and are mindful of and demonstrate the ethos & ministry of the Church

Signed

Teresa Brierley

Purpose of Role:

To provide high-level secretarial/administrative/personal support to the Vice Chancellor so as to enable her to effectively support the Bishop, at executive level, in his ministry as the pastoral leader of the Diocese of Maitland-Newcastle as well as to support the Vice Chancellor in her position as a Head of Agency of the Diocese.

Duties:

- **Loyalty to the Vice Chancellor**
 - keep the Vice Chancellor's confidence/trust
 - maintain confidentiality at all times

- **Diary**
 - make appointments as requested by the Vice Chancellor
 - discern requests for appointments and make if deemed necessary
 - be aware of the Vice Chancellor's whereabouts

- **Correspondence**
 - liaise with the Vice Chancellor concerning the Bishop's correspondence as deemed necessary
 - process correspondence as requested by the Vice Chancellor
 - process matters of a confidential nature as instructed by the Vice Chancellor

- **Telephone**
 - receive/make calls as required
 - deal with/redirect calls for the Vice Chancellor to others as deemed necessary

- **Vice Chancellor's Committees**
 - liaise with appropriate personnel
 - organise any documentation as requested/deem necessary
 - organise travel arrangements where necessary

- **Event Management**
 - as required

- **Personal Interaction**
 - Diocesan Pastoral Support Unit Staff
 - Heads of Agency and Diocesan Staff

Signed

POSITION DESCRIPTION

1. POSITION TITLE: Executive Assistant to the Bishop	2. STATUS / CLASSIFICATION: Full-time (37.5hrs/wk)
3. SERVICE/FACILITY: Chancery	4. LOCATION: 841 Hunter St Newcastle West
5. RELATIONSHIPS: Bishop Vicar General Vice Chancellors Diocesan Executive Diocesan Clergy Director - Catholic Schools Director - CatholicCare Social Services Management and personnel of the Chancery Manager - Zimmerman Services	6. DIRECT REPORTS: Support Officer – Bishops Office This and the following.....5..... pages is/are the annexure marked.....D..... referred to in the affidavit of..... <i>Elizabeth D. N.E.</i> sworn/declared before me at <i>Newcastle</i> this <i>24th</i> day of <i>July</i> 20 <i>13</i>
7. OVERALL POSITION OBJECTIVE The role of the Executive Assistant to the Bishop provides high level professional and day to day administrative support to the Bishop.	
8. ORGANISATIONAL ENVIRONMENT <ul style="list-style-type: none"> • The Diocese of Maitland-Newcastle provides pastoral, social welfare and educational services for the community in Newcastle, Lake Macquarie, Hunter and Manning areas of NSW. • The Diocese of Maitland-Newcastle is a geographically, organisationally large and diverse church, held together by a shared faith and the over arching authority of the Bishop. Thus far the central authority of the diocese contains a number of competing needs and wants with competing loci of power, influence and control. • The diocese has within it forty-two parishes, which operate as canonically distinct entities. The Chancery, consisting of the Bishop's Office, the Diocesan Pastoral Support Unit (DPSU), Financial and Administrative Services (FAS) they exists to serve these parishes and the wider community. • The diocese has within it fifty five independent systemic schools operating under the auspice of the Catholic Schools Office, a social services arm operating in a legally distinct entity, known as CatholicCare Social Services. • The Bishop's Office exists to support the bishop, clergy and parishes of the diocese. (Refer to Organisational Chart)	
9. QUALIFICATIONS REQUIRED <ul style="list-style-type: none"> • Intermediate to Advanced proficiency in the use of Microsoft Office Suite specifically with Word, Excel, Access, Outlook and Internet. 	

10. COMPETENCIES, SKILLS & EXPERIENCE REQUIRED (Selection Criteria)**Essential**

- Understanding of and commitment to the mission of the Catholic Church and the Diocese
- Experience in an Executive Assistant role or similar – provide high level professional and day to day administrative support
- Ability to maintain confidentiality
- Excellent interpersonal and communication (written and oral) skills.
- Ability to organise, prioritise and manage several tasks at one time in order to meet a deadline
- Capacity to work effectively alone as well as a member of a team
- High-level computer skills, particularly with Microsoft Office Suite
- Ability to handle difficult situations eg., difficult phone calls
- Event management experience

11. KEY ACCOUNTABILITIES

Key Performance Area	Key Tasks	Performance Indicators
1. Ethos and Mission	<ul style="list-style-type: none"> • Uphold through word and deed the spirit of the Catholic faith • Actively support the Bishop's Executive Team • Establish harmonious relationships with colleagues within the Chancery • Contribute to a climate of hospitality and welcome within the Chancery • Maintain confidence/trust of the bishop and clergy 	<ul style="list-style-type: none"> • Live by example • Happy corridor environment • Confidentiality maintained
2. Chancery Office Team	<ul style="list-style-type: none"> • Support processes of team building within the chancery • Actively contribute to Chancery team meetings • Contribute to effective communication within the Chancery • Provide loyalty to professional colleagues within the Chancery • Maintain the confidentiality provisions of the Chancery • Develop an active commitment to ongoing personal and professional development 	<ul style="list-style-type: none"> • Regular attendance at Chancery meetings and social morning teas etc • Ensure relevant information passed on to those concerned • Participate in ongoing professional development
3. Preparation and Management of the Bishop's Diary	<ul style="list-style-type: none"> • Manage the Bishop's electronic diary/calendar • Deal with all requests for appointments • Make appointments ensuring a feasible schedule • Redirect requests for appointments to appropriate personnel as deemed appropriate 	<ul style="list-style-type: none"> • Bishop being aware of his commitments • Lack of complaints • No clash of appointments • A happy bishop

	<ul style="list-style-type: none"> • Liaise with the Communications Team in the researching of material necessary for the preparation of homilies, talks etc when required • Ensure all relevant documentation is at hand in readiness for upcoming events • Schedule parish visitations/confirmations 	
4. Correspondence and Telephone	<ul style="list-style-type: none"> • Manage all electronic and hardcopy correspondence • Forward appropriate electronic correspondence to Bishop • Respond to correspondence where required • Redirect correspondence to appropriate personnel • Process matters of a confidential nature as instructed by Bishop • Maintain the filing system in the Bishop's office • Prepare/distribute weekly communication to clergy • Authorise content of weekly communication to clergy • Receive all telephone calls for the Bishop • Screen calls and deal with calls as appropriate • Redirect calls to other personnel as appropriate 	<ul style="list-style-type: none"> • Correspondence attended to in a timely manner • No complaints • Confidentiality maintained • Clear communication • Telephone managed in a timely manner
5. Bishop's ACBC Commissions/NSW Committees	<ul style="list-style-type: none"> • Liaise with appropriate personnel • Arrange travel to attend conferences, meetings etc • Prepare meeting papers/documentation where the Bishop is the Chair/Secretary • Ensure all necessary documentation is at hand for attendance at meetings 	<ul style="list-style-type: none"> • Knowledge of current personnel • Bishop apprised of all relevant correspondence in a timely manner
6. Event Management	<ul style="list-style-type: none"> • Coordinate organisation of clergy conferences and retreats • Coordinate organisation of Jubilarians' Masses/Luncheons • Organise/coordinate organisation of clergy funerals • Coordinate/organise any other events as requested by the Bishop 	<ul style="list-style-type: none"> • Events are a success
7. Communication	<ul style="list-style-type: none"> • Communicate with clergy and parish personnel as appropriate • Liaise with clergy from other Dioceses/Religions • Communicate with Religious 	<ul style="list-style-type: none"> • High-quality, informative communications delivered to stakeholders within deadlines

Bishop's Office Signed

	<ul style="list-style-type: none"> Congregations as required Communicate with other Australian Catholic Bishops and staff as required Communicate with other Heads of Church as required particularly the Anglican bishop and his staff Communicate with Chancellor and Vice Chancellors of the Diocese as required Communicate where necessary with Heads of Agency and staff of the Diocese Communicate with Dignitaries and Bishop's visitors as required 	
8. Bishop's Diocesan Advisory Groups	<ul style="list-style-type: none"> Provide administrative support to the Bishop's Executive and Combined Executive Team Provide administrative support to the Towards Healing Panel Provide administrative support to the Consultors/Trustees/Council of Priests 	<ul style="list-style-type: none"> Preparation/distribution of meeting papers in a timely manner
9. Child Protection	<ul style="list-style-type: none"> Support Manager and staff of Child Protection Unit/Zimmerman Services as required Ensure correct processes are followed around clergy 	<ul style="list-style-type: none"> Manager/staff are supported as required
10. Other Duties	<ul style="list-style-type: none"> Carry out other duties as required 	<ul style="list-style-type: none"> Cooperation

12. SIGNIFICANT CHALLENGES (short & long term)

What?	Why?

13. ORGANISATION POSITION CHART

Bishop

↓

Executive Assistant to the Bishop

14. EMPLOYMENT CONDITIONS

Performance Management

Performance agreement bi-annually with appraisal and reviews

Reward & Recognition

Educational and development opportunities negotiated bi-annually

Remuneration

Agreed salary and conditions comparable to industry standards and level of responsibility

15. OTHER RELEVANT INFORMATION

Occupants must:

- have a current drivers licence;
- abide by the laws of the Commonwealth of Australia and NSW and the policies of the Diocese. Any criminal or civil action taken against the occupant must be reported immediately to the Vice Chancellor - Administration;
- take reasonable action to familiarise himself/herself with Diocesan policies and procedures;
- not take advantage of their role in the Diocese for personal gain;
- take responsibility for their personal safety and the wellbeing of other employees, clients, contractors and other visitors to the Diocese; and
- be familiar with, and observe, Diocesan policy and procedures on Equity and Diversity and Occupational Health and Safety in the performance of the responsibilities of the position.

16. SIGNATURES

OCCUPANT

SUPERVISOR

DATE:

Signed _____

Signed _____

19.2.13

DIOCESE OF MAITLAND-NEWCASTLE

Serving the Parishes and the Diocesan Community

BISHOP William Wright

CHANCERY OFFICE

DIOCESAN AGENCIES

BISHOP'S OFFICE

PASTORAL MINISTRIES
MINISTRIES

FINANCE/ADMIN
SERVICES

CATHOLIC SCHOOLS
OFFICE

CATHOLIC CARE

Vicar General
Trustees
Consultors (Clergy)
Council of Priests
Chancellor
Diocesan Executive
Tribunal Office
Zimmerman Services
Communications
Towards Healing Panel
Archives

VC Pastoral Ministries
Pastoral Ministries
Diocesan Pastoral Council
Diocesan Councils
Children's Ministry
Seasons for Growth
Diocesan Chaplaincy
Pastoral Associates
Natural Family Planning

VC Administration
FAS Unit
Diocesan Finance Council
Special Committees
CDI
Finance
Human Resources/WH&S
IT
Property

Director of Schools
Catholic Schools Council
Catholic Schools Office
Schools
Federation of P&F
Associations

Director of CatholicCare
CatholicCare Council
CatholicCare Head Office
Social Services

- Family
- Youth
- FosterCare
- Counselling
- Disability Services

Signed

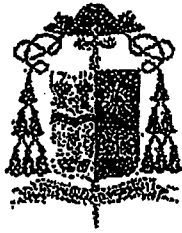
PROTOCOL FOR THE SUPPORT OF ALL PERSONS WHO MAKE ENQUIRIES TO THE DIOCESE OF MAITLAND-NEWCASTLE

There may be some referral pathways that are more frequently applicable than others. The following table provides the more probable pathways and identified contact person for you to refer the client to in order to assist them with their desired outcomes. The contact details of the resource people listed below are not for further distribution without their express permission.

Please note: all conversations must be treated with sensitivity and compassion as you attempt to forward the caller's enquiry on to the most appropriate person in the organisation to assist. If, when trying to forward the caller on to the most appropriate person, the caller alleges that they or someone they know has a complaint that is criminal in nature, always encourage the person to contact the police, before forwarding their call on to the contact person below.

Caller has phoned about	Where to direct their call
<ul style="list-style-type: none"> -Matters of child protection -Allegations of child abuse involving persons associated with the Diocese of Maitland-Newcastle - Training and information sessions to parishes, schools and other Diocesan groups - Support for people who have been affected by sexual abuse within the Diocese - People who wish to lodge a complaint with Towards Healing -Enquiries about upcoming Insights gatherings and opportunities to voice their opinion 	<p>Brenda Maloney – Child Protection Unit, Zimmerman Services Office 4979 1390</p> <p>This and the following pages is/are the annexure marked <u>E</u>referred to in the affidavit of <u>Kevin Doyle</u> sworn/declared before me at <u>NEWCASTLE</u> this <u>2nd</u> day of <u>July</u> 20<u>17</u></p>
<ul style="list-style-type: none"> - For a pastoral response for someone upset, confused, affected by the outcome of their trial or needing someone to talk to -Needing support if they have been affected by sexual abuse within or outside of the Diocese -If the person is upset and wants to make a complaint about behaviour that may be criminal in nature 	<p>Maureen O'Hearn – Coordinator for Healing and Support, Zimmerman Services Office 4979 1385 Mobile</p> <p>Maureen will recommend that the person contact the police.</p>
<ul style="list-style-type: none"> -If the person is angry, extremely upset, looking for answers or explanations and demanding them or being verbally aggressive towards you, please refer them to Sean Tynan at Zimmerman Services. -If the person is angry and wants to make a complaint about behaviour that may be criminal in nature 	<p>Sean Tynan – Manager of the Child Protection Unit, Zimmerman Services Office 4979 1383 Mobile</p> <p>Sean will also recommend that the person contact the police.</p>
<ul style="list-style-type: none"> -For all media enquiries or phone calls from journalists asking questions, please forward them to the Communications Manager. 	<p>Emma Blackford- Communications Manager Office 4979 1183 Mobile</p>
<ul style="list-style-type: none"> For all financial and CDF enquiries and queries about potential compensation claims against the diocese, please refer them to the Vice Chancellor Administration. 	<p>Sean Scanlon - Vice Chancellor Administration Office 02 4979 1167 Mobile</p>
<ul style="list-style-type: none"> The client is wanting to speak to Bishop Bill 	<p>In the first instance, ask if anyone more appropriate can assist them with their enquiry (ie: if it is a matter which can be referred to someone else). Otherwise></p> <p>Elizabeth Doyle –Professional Assistant to Bishop Bill Wright 4979 1109</p>

Signed



DIOCESE OF MAITLAND-NEWCASTLE

BISHOP'S OFFICE

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Telephone: (02) 4979 1109 Fax: (02) 4979 1338

Email: elizabeth.dovle@mn.catholic.org.au Web: www.mn.catholic.org.au

ABN: 91 605 046 457

MEMO

To: ALL Parish Offices, Clergy, Pastoral Coordinators, CSO, Catholic systemic schools under the auspice of the Diocese, CatholicCare Social Services, Chancery personnel, Diocesan Boards, Committees or Councils

From: Bishop Bill Wright

Date: Friday, 23rd November, 2012

Subject: Retention of Records

This and the following...2... pages ~~is~~ are the annexure marked...F... referred to in the affidavit of ELIZABETH DOVLE sworn/declared before me at NEWCASTLE this...23rd day of...Nov... 2012...

As you are aware, the Commonwealth has recently announced the establishment of a Royal Commission into Institutional Responses to Child Sexual Abuse. I think the Royal Commission will be healing for the Church. It is an opportunity for our Church to face up to what we did badly, what we didn't do, what we could have done and what we're doing about it. There can be no great change while we hide the truth, and especially when we choose to hide it from ourselves. That's true for individuals, and it's true for institutions.

In the meantime, we in the Church must strive to the uttermost to help the Royal Commission do its job.

The following memo is intended to give you some clear directions about the types of records that we, individually and as a diocese, need to preserve. In no way am I suggesting that anyone in the Diocese would deliberately destroy possible evidence that should be made available to the Royal Commission. But there are times we carry out standard practices without thinking, so if you have a clean out of records at the beginning of the year, or you delete e-mails after 6 months or 1 year, this memo tells you to stop and think, don't just automatically follow your normal practices.

As a Diocese we need to do the right thing and be seen to be doing the right thing.

DIRECTIVE

As a part of doing our utmost to assist the Royal Commission I am directing that from this date, 23 November 2012, all clergy, pastoral coordinators, religious and laity working or volunteering in parishes, the Chancery, the CSO, schools, CatholicCare Social Services and the various pastoral or financial councils and management committees or boards cease any removal, destruction, deletion, or overwriting of any finalised records, either electronic or paper based documents, that are currently held by the diocese or that will be held by the diocese between now and the completion of the Diocese's involvement with the Royal Commission into Institutional Responses to Child Sexual Abuse.



YEAR OF FAITH 2012

Signed



STARTING AGAIN FROM SCRATCH

What does this have to do with Jesus?

WHAT CONSTITUTES A 'RECORD'?

The term 'Records' includes any information held by the Diocese that relates to the provision of services by the Diocese or may relate to any issues of historic or current child abuse.

'Records' include but are not limited to:

- Letters, e-mails, faxes and other forms of correspondence,
- Memos, briefing notes, newsletters, circulars or other informational documents
- Policies, procedures, practice guidelines or other directive documents,
- School, out-of-home care, or other reports, assessments conducted by Diocesan or external personnel, counselling notes, file or case notes and other records of a person or group of people's receipt of diocesan services,
- Meeting agenda, minutes and other records of collective processes,
- Personnel or performance reviews, employment contracts, position descriptions, critical incident or accident reports and other documents relating to human resource management,
- Financial, property or actuarial reports, building and development plans, balance or budget sheets and other documents relating to the administration of the Diocese, parishes and services.
- Reports to statutory authorities including Police, Community Services, Ombudsman, Commission for Children and Young People, Office of Children – Children's Guardian, WorkCover Australia, and
- Investigation files, feedback registers, reviews and other documents relating to complaints management.

WHAT IS NOT CONSIDERED A 'RECORD'?

'Records' do not include:

- unsolicited junk e-mails, or
- advertisements, or
- other material that has no connection to the Diocese's services, and
- has no relevance to issues of past or present child abuse.

However, when in doubt – keep it.

The Diocese recognises there are technical issues to overcome to allow for the retention of SMS and voice mail records on mobile services and landline services related to the Diocese. At this moment we are unsure how or even if we will be able to store these records. Therefore, until directed otherwise, messaging to mobile or landline services (SMS and voice mails) are excluded from being considered 'Records' for the purposes of this memo.

Nonetheless, I do expect that, should you receive a SMS or voice-mail that is clearly concerning past or current child abuse, you will preserve the electronic record and report the matter to the Diocesan Child Protection Unit as a matter of priority, as per the *Diocese of Maitland-Newcastle: Reporting Child Protection Concerns Policy*.



Signed



What does this have to do with Jesus?

FURTHER INFORMATION AND SUPPORT WILL BE MADE AVAILABLE

Over the coming weeks and months the Diocese will advise you of some additional supports for people to manage emerging issues around managing these retained records.

Signed



Signed



What does this have to do with Jesus?