1. **Purpose**
   The Reference Group is to formulate a model for a national office for safeguarding, which shall include:
   1. development of a business plan for the national office including appropriate remuneration levels;
   2. setting out the accountabilities, governance, functions, location(s) and operational structure of the national office; and
   3. proposing a timeline and transition plan for the Australian Catholic Centre for Professional Standards, Catholic Professional Standards Limited, the Implementation Advisory Group and, if beneficial, the operations of Australian Catholic Redress Limited, into the national office.

2. **Term**
   The Reference Group shall commence its task on 1 June 2020.
   It is intended that the national office for safeguarding become operational on 1 January 2021, at which time the Reference Group shall have completed its work and shall therefore cease.

3. **Membership**
   Ms Tina Baldwin
   Ms Pauline Connelly
   Very Rev Gerry Gleeson VG, chairperson
   Mr Pat Mullins
   Mr David Penny
   Sr Kath Tierney RSM

4. **Roles and Responsibilities**
   The Reference Group shall:
   i) review the report¹, ‘Catholic Safeguarding Australia: A national office for oversight and coordination of safeguarding and professional standards for the Catholic Church in Australia’, noting its advice and recommendations;
   ii) consult with the Australian Catholic Bishops Conference and Catholic Religious Australia as to particular advice regarding the establishment of a national office for safeguarding and ensure that the structure is considered including whether or not the body is incorporated;

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¹ The Report references the Kinmond Report – April 2019. As a part of the review of the report the contents of the Kinmond Report should be considered.
iii) consult as may be helpful with the Association of Ministerial Public Juridic Persons and other Church organisations which may have an interest in a national office for safeguarding;

iv) consult with the Australian Catholic Centre for Professional Standards, Catholic Professional Standards Limited, Implementation Advisory Group and Australian Catholic Redress Limited so as to clarify for each entity the current governance structure, accountabilities, responsibilities and functions, planning, operations, finances, staffing and roles, facilities and any other information relevant to establishing a national office for safeguarding;

v) consult with state, diocesan and congregational professional standards and safeguarding offices to clarify for each entity the current responsibilities and functions, and any other information relevant to establishing a national office for safeguarding²;

vi) collaborate with the National Response Protocol Liaison Group to ensure alignment of the National Response Protocol with the operational structures and roles that pertain to its implementation;

vii) ensure that the proposed model for a national office for safeguarding is operationally independent and takes into account the following indicative responsibilities of the national office, together with the current responsibilities and functions of the entities consulted in iii), above, noting that some of the responsibilities might be delegated to Church agencies or outsourced as appropriate, so long as the national office retains oversight:
   a. complete the development of the National Response Protocol, if required;
   b. national coordination of the implementation and ongoing review of the National Catholic safeguarding Standards and the National Response Protocol, and code(s) of conduct;
   c. national coordination of the Church’s ongoing response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, where relevant;
   d. capacity-building, formation and training to foster a culture of safeguarding within Catholic institutions, organisations, and communities;
   e. developing a framework for oversight of compliance and independent auditing to/against the National Catholic Safeguarding Standards;
   f. provide a policy, research and resourcing hub;
   g. serve as a nationally consistent point of reference for safeguarding and professional standards matters;
   h. arranging for reviews of decisions by church authorities or safeguarding and professional standards offices in accordance with the National Response Protocol; and support for the implementation of Vos estis lux mundi, as approved by the Bishops Conference or requested by church authorities.

viii) recommend a suitable name or names for a national office for safeguarding;

ix) formulate a model for a national office for safeguarding, as specified in 1., above.

² It is acknowledged that it will not be possible to consult directly with every entity; therefore, the consultation may take place with representative bodies such as the ACBC, CRA and Provinces of Dioceses.
5. **Meetings**
   After the initial meeting(s), the Reference Group shall meet as often as it deems necessary to fulfil its purpose.
   The Reference Group may choose to meet in whole or in part, in accordance with agreed delegation/sharing of responsibilities.
   The Reference Group shall ordinarily meet via videoconference.

6. **Reporting**
   The ordinary reporting and consultation lines for the Reference Group shall be to the Australian Catholic Bishops Conference via its General Secretary and to Catholic Religious Australia via its National Executive Director.
   A final report that fulfils the Purpose specified in 1., above, should be provided by 26 August 2020. If, however, the final report can be provided earlier, that would be welcomed. Prior to this, the business plan should be submitted for advice to the Finance Council of the Bishops Conference.
   The Reference Group may at any time request a meeting with the Presidents (and Vice-Presidents) of the Bishops Conference and Catholic Religious Australia.

7. **Support**
   The Reference Group shall be primarily supported by Mr Henry Pruyn as Project Officer. Further support shall be provided by the General Secretariat of the Australian Catholic Bishops Conference and the National Office of Catholic Religious Australia.
   Approved expenses shall be met by the Bishops Conference and Catholic Religious Australia.

8. **Amendment**
   These Terms of Reference may be amended by agreement of the Presidents of the Australian Catholic Bishops Conference and Catholic Religious Australia.
Fr Gerald Gleeson is Vicar General in the Archdiocese of Sydney, a role he took on in 2015 after many years teaching philosophy and Christian ethics at the Catholic Institute of Sydney. He is a graduate of the University of Cambridge and the Catholic University of Leuven, Belgium. He is chair of the Sydney Catholic Schools Trust Ltd. He is a former board member of the Garvan Institute of Medical Research, and from 2006-12 was a member of the National Health and Medical Research Council’s Australian Health Ethics Committee. He has oversight of professional standards and the response to survivors of child sexual abuse in the Archdiocese of Sydney.

Mr Patrick Mullins, a lay person, is a solicitor in private practice in Brisbane. He has master’s degrees in law, arts, theology and canon law. He is currently Chancellor of the Archdiocese of Brisbane.

Sr Kath Tierney RSM AO worked in Child & Family welfare for 19 years, served as Congregation Leader for Sisters of Mercy Melbourne for 12 years, then engaged in professional standards, complaints and investigations with Catholic Education Melbourne and Catholic Archdiocese of Melbourne. She recently retired from the role of Senior Advisor to the Vicar General, Melbourne Archdiocese and is currently involved in governance ministry and consultancy.

Ms Pauline Connelly is deputy director of Centacare Catholic Family Services and Chancellor in the Catholic Archdiocese of Adelaide. She has a bachelor of social work and social policy (Hons) and has worked in senior leadership/management positions within the Church for 25 years. Ms Connelly has serves on various national boards and councils since 1997, including as chair.

Mr David Penny is currently Executive Leader Operations ISMAPNG (The Institute of Sisters of Mercy Australia and Papua New Guinea). Prior to this he held executive roles within the Diocese of Broken Bay and Diocese of Wilcannia-Forbes. He has significant experience in the management and governance of the not-for-profit organisations including the Centre for Christian Spirituality, Broken Bay Institute and Calvary Health Care. He has a master’s degree in management and a master’s degree in pastoral theology from Heythrop College, London University, UK.

Ms Clementina (Tina) Baldwin works as a crisis counsellor with Lifeline WA and with Ronald McDonald House Charities WA. She is a safeguarding officer for her parish (St Peter the Apostle Parish in Bedford/Inglewood), where she also serves on a number of committees. Ms Baldwin brings a practical understanding and that of a lay member of the Church to the group.
Henry Pruyn

Henry is the Secretary to the NSW/ACT Bishops, prior to this Henry was the General Manager of the Sydney CDF.

Prior to working in the Church Henry had a long career in mutual banking serving in a number of executive roles including Corporate Governance, Company Secretarial, Change Management, Finance & Accounting and Information Technology. Henry has also served as a director of a shared services company and as a Trustee of Catholic Aged Care Sydney.