

CONFIDENTIAL

Diocesan Committee for Allegations of Sexual Misconduct

Chairperson – Jean Sanders.. REDACTED

Ph: REDACTED, E-mail REDACTED

April 7, 2002

The Right Revd. Roger Herft
 Anglican Diocese of Newcastle
 PO Box 817,
 NEWCASTLE .. 2300



Dear Bishop Roger,

Re: C.A.S.M. Meeting April 2, 2002.

Review of Procedures: Following discussion it was decided to include appropriate procedures for managing Adult vs Adult; Adult who was sexually assaulted as a child; and Child Sexual Assault. A sub-committee has been formed, members are Robert Caddies, Joanne McLean and myself and we will begin to formulate policies. First meeting of the sub-committee will be held on April 17th. The sub committee will report to members of C.A.S.M. on a 2nd monthly basis. I will meet with Sue and Michael of CEY Ministry to discern special needs of that ministry with regard to this matter. Joanne McLean has also agreed to participate in an education programme for leaders, CEY Ministry.

Report to Committee members by Chair concerning Committees Files – Diocesan Office: I advised the Committee that I had inspected files on February 15th (after consulting with Deirdre Anderson). There were 9 matters handled by the Committee process and 13 matters managed “in-house”. All envelopes were unsealed. Information relating to one matter that did go on to Tribunal was found in a general file with other ‘bits and pieces’. This file also contained a personal complaint made by a staff member against a senior staff member of Bishop Tyrell College. I handed this information to Barbara Hume as it was not sexual in nature. Some information relating to various issues were not in envelopes and required sorting. I advised the Committee that I had personally managed a matter as contact person in 2000-2001, Lyn Douglas was Chair (to remind you Bishop, this matter concerned a young man named REDACTED and an allegation made against him by a minor of sexual assault .. REDACTED was said to have committed this offence four years prior to 2000 and was also accused of threatening to rape the minor’s mother.. REDACTED denied the allegation and was thus the complainant). The outside of the envelope had the following notation in the former Registrar’s hand- writing .. “Complainant” was crossed

out and '& Perpetrator' written alongside.. the Date of Allegation was stated as being 1996 ...thus ^{CKS} according to this notation, was guilty of the alleged act. Correspondence to Paul Rosser QC by the former Registrar was included in the file and stated the following: 'One of the intriguing aspects of this matter is that in the usual nomenclature it is the perpetrator who first contacted one of our contact persons, not the victim.' Some of my notes concerning this matter were forwarded to Paul Rosser, along with a request to meet over lunch with yourself and the Registrar to discuss the question of duty of care to each of the boys, the Rector, the doctor and possibly others. I discussed my concerns regarding the manner in which the records had been stored and my particular concerns relating to this matter. I maintained confidentiality.. names or places were not revealed and of course our legal advisor was present. All committee members expressed disquiet at the manner in which records had been stored. Concern was also expressed regarding the notation by the former Registrar on the outside of the envelope relating to ^{REDACTED} I have requested that our legal advisor give me advice regarding the letter stored with the files. My concern is that should this matter go to court the notation on the envelope and the letter to Paul Rosser QC could prejudice ^{REDACTED}'s 'case'. I advised Committee members I had placed the information concerning this matter in another envelope, it was agreed this was the appropriate action. Robert Caddies will advise me concerning the former Registrar's correspondence when we meet on April 17th.

The Committee's advice concerning storing of records was as follows: The Chair of the Committee to have one key, the Diocesan Secretary/Acting Registrar the second key; The Chair to be advised by e-mail or memo when files are accessed; Files are not to be copied without permission of the Chair who will consult with Committee's legal advisor; If legal issues are to be discussed the Chair to be present; The Chair to check files on a regular basis; Temporary action as implemented by Chair, i.e. envelopes sealed with clear tape over signature, and completing information on exterior of envelope commended and to continue; It is not good practice for a Diocesan Executive to have total management of sensitive information; The viability of two locks with separate keys, one key held by Chair and the other by Diocesan Secretary to be considered, i.e. when files are accessed Chair should be present. I personally feel this strategy would not be workable as you require records for interviews etc...(this suggestion could be seen as 'over-kill' by committee members, as there was concern in the manner in which sensitive information had been stored and controlled by one individual). I intend to visit the Diocesan Office within the next two weeks and perhaps if I discuss this matter with Barbara Hume and Tim Mawson we may be able to implement a workable plan of action. Obviously, the feed-back from all committee members was that a Diocesan Executive should not have exclusive management of sensitive information relating to the committee. I'll contact Barbara and Tim and arrange to meet with them.

Bishop's License for Chair: The Chair or committee members have never been licensed. A motion was passed unanimously that the Chair should be licensed if Bishop Roger agrees, as the Chair has frequent contact with individuals who may be involved with an issue and to be licensed by the Bishop would seem to be appropriate.

Father Robert Howell verbally tendered his resignation from the Committee as he is moving to another Diocese. The Committee's thanks were expressed for the long and faithful service given by Father Robert. Prayer was offered for Father Robert's continued

service with the Anglican Church. I have written to Father Robert expressing my thanks for the support he has given me personally.

Replacement for Father Robert Howell: We do not have an active member of committee to represent women priests. The Revd. Margaret Carr was appointed to the committee but due to commitments has been unable to attend any meetings. I am very much aware of Margaret's health problems and feel some responsibility that she may have accepted the position without considering her own special needs. Could I suggest for your consideration The Revd. Sonia Roulston as a replacement for Father Robert Howell. Sonia is highly regarded by committee members and I personally feel she would be an asset. As a committee we are developing some *esprit de corps*, we work together as a team, and I am sure Sonia would participate well within the group.

Sincerely

A handwritten signature in black ink, appearing to read "Jean Sanders". The signature is stylized with a large initial "J" and a horizontal line at the end.

JEAN SANDERS
CHAIR – C.A.S.M.