



The Anglican Diocese of Newcastle

30 May 2014

Mr Keith Allen

REDACTED

Via email: REDACTED

Dear Keith,

I write to let you know that the Royal Commission into Institutional Responses to Child Abuse has issued a summons to the Bishop of Newcastle relating to the Diocese, St John's College in Morpeth and St Albans Home in Aberdare. We are being requested for information back to 1950.

We are aware that you or your firm has provided legal advice to the Diocese, its Bishop and/or its lead officers in some of the years covered by the Summons.

As you will be aware legal privilege does not attend to a summons from the Royal Commission and, in any case, the Diocese will not pursue an argument on privilege.

In order that the Diocese is in a position to respond to the summons we request that you now forward to us an original or copy of any document you have in your possession about the handling of any allegation of child abuse of which you may have been aware. This might include any allegation, complaint against or incident involving child sexual abuse involving any individual. A document can be anything in hard copy or electronic form so you will need to not only carefully examine papers held by you but also thoroughly search your current and past electronic records to ensure that everything you have on this subject matter is forwarded to us. This should include any instructions you have received from the Diocese and any file notes you made. We would also be helped if you could forward to us any document you have in your possession (which might be minutes of meetings, protocols, policies, procedures, rules, regulations, working papers or the like) about the operation of the Diocese in relation to policies on child protection, professional standards, the resolution of conflict, the management of complaints and the discipline of clergy and laity (including theological students). As you have acted in a formal capacity for the Diocese, whether paid or unpaid, we are advised that your documents are, for this purpose, regarded as being under our control.

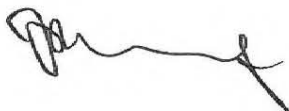
We will sift through the material and forward to the Commission documents that are relevant to its request.

I do need to be clear with you that if you have documents in your possession you are required by law not to alter or destroy them. If you have material in your possession and decline to forward it to us it is possible that the Commission may issue you a personal summons.

The Commission has given us tight deadlines. We would appreciate receiving this information by 10 June 2014. I imagine that you may incur costs in forwarding this material. Please let us know and you will be fully reimbursed. If you do not have any information to provide could you please let me know.

If you have any concerns or queries arising from these requests you should feel free to contact Mr Michael Elliott (Professional Standards Director) Bishop Peter Stuart (Assistant Bishop) or me on (02) 4926 3733.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'John Cleary', with a long horizontal stroke extending to the right.

John Cleary
Diocesan Business Manager
CEO Newcastle Anglican Schools Corporation