

From: [Andrea McNair](#)
To: pwilson@prolegis.com.au
Cc: [Sifa Mtango](#); [Peter Stevenson](#)
Subject: Royal Commission: request for further documents [DLM=For-Official-Use-Only]
Date: Wednesday, 7 September 2016 1:02:00 PM
Attachments: [image001.png](#)
[image002.jpg](#)
[image003.jpg](#)
[Hillsong response to notice C-NP-1811.pdf](#)

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Good afternoon Mr Wilson,
 I am a Senior Legal Officer at the Royal Commission. I understand that my Team Leader, Sifa Mtango, recently wrote to you regarding dates for the upcoming review hearings. I am writing to you today to request further information from your client, Hillsong Church, to assist in the preparation of these hearings.

We refer to the attached response of your client. In reviewing this response in detail, we have identified some additional material for production by **Wednesday 21 September 2016**, which is set out below:

Page reference	Extract from response	Document/s requested
2	The statement was published on 9 May 2016 on the Hillsong Church website and will also be published in the Hillsong Church 2015 Annual Report.	Please confirm that this statement is the 'Hillsong Children and Young People Protection Statement'. If this document hasn't been provided – please provide a copy of the Hillsong Annual Report 2015 (if not yet available, please provide a copy of the statement and also indicate when the Annual Report will be published and made available on the Hillsong website).
3	At the Hillsong Audit Risk and Compliance Committee meeting, held in April 2016, the Committee were briefed on the implementation of the Safe Church Policy and Framework. The implementation was described in phases and given an estimated completion date.	Copy of meeting minutes of the Audit Risk and Compliance Committee meeting, April 2016.
3	Four new roles were created to facilitate a new approach to child protection and overall church safety.	Position descriptions for the four new roles in the Safe Church Office: Safe Church Office, Head of Safe Church Office, Head of Agency, Investigators
4	Since the hearings in October 2014, Hillsong Church has undertaken the promotion of its role as a child safe organisation through internal briefings to staff and volunteers.	Copies of relevant internal briefings.

4 (also page 8)	In December 2015, the draft policy was given to an independent external consultant with considerable expertise in this field, Peter Barnett, of Safe Ministry Resources, to review and provide direction.	Correspondence with Safe Ministry Resources in the revision (and further development) of Hillsong's child protection policies and procedures
8	Promotion of compliance [with relevant policies and procedures] has been provided through documentation such as codes of conduct and employment agreements.	Example employment agreement.
8	Through a meeting with Steve Kinmond, Deputy Ombudsman, it was explained that a change in interpretation of legislation would likely include Hillsong Church in the scope of the Ombudsman's oversight.	Meeting minutes and correspondence with the NSW Ombudsman regarding the change in notifications of reportable conduct.
8	During the formulation of the policy and procedure...we consulted with and sought comments from a senior Australian qualified solicitor... presently residing and working in the United Kingdom.	Correspondence with this solicitor relevant to the formulation of child protection policy and procedure.
8	Other consultations were held were held with internal stakeholders of Hillsong Church.	All internal correspondence relating to the development of Hillsong's child protection policies and procedures from 7 October 2014 to present.

Further notice

You will receive a notice to produce shortly requesting all correspondence between Hillsong Church and the ACC (National and State) in relation to the development and implementation of child protection policies and procedures since the public hearing, with a return date of approximately two weeks.

Categories of data

In addition to the information provided in the categories of data spreadsheet under notice C-NP-1811, we request the following information by **Wednesday 21 September 2016**:

1. The names of the victims and perpetrators, case files, email correspondence and any other relevant documents for:
 - a. CSO-005
 - b. CSO-006
 - c. CSO-021
 - d. CSO-024
 - e. CSO-025
 - f. CSO-026
 - g. CSO-027
 - h. CSO-031
 - i. CSO-033

Please feel free to contact me on the number below if you have any questions.

Kind regards,

Andrea

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