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7 October 2016

By email: REDACTED

Ms Sifa Mtango  
Team Leader  
Office of the Solicitor Assisting  
Royal Commission into Institutional  
Responses to Child Sexual Abuse  
Level 17, Governor Macquarie Tower,  
1 Farrer Place  
SYDNEY NSW 2000

Dear Ms Mtango

**YMCA NSW - Letter dated 22 September 2016 from the Royal Commission into Institutional Responses to Child Sexual Abuse on Case Study 2: YMCA NSW's response to the conduct of Jonathan Lord**

1. We refer to the Royal Commission's requests by telephone and email on 30 September 2016 as to the employment status of Ms Jacqui Barnat.
2. In response to the Royal Commission's request in its letter of 15 September 2016 for the current position description of Jacqui Barnat, we produced the position description dated 31 May 2016 with our letter dated 21 September 2016. The Royal Commission has now requested the position descriptions that applied to all roles held by Jacqui Barnat from 1 November 2013 to 30 May 2016.
3. Following Case Study 2, YMCA NSW made a decision (in 2014) to retain the services of Ms Barnat having regard to her years of prior employment with the organisation (Ms Barnat commenced employment on 18 May 2004). This was, however, on the basis that she would be redeployed in support services. Her continued employment was not to be child facing and would involve significant further training.

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4. While there is not a particular position description in existence which documents the changes in Ms Barnat's position from November 2013, we **enclose** the following documents which assist in identifying the various roles which Ms Barnat has performed since November 2013, and the process by which she has been redeployed from her former role as Children's Services Manager:
  - (a) Contract of employment dated 2 February 2013;
  - (b) Email from Jenny Mobbs to Ms Barnat dated 8 April 2015 offering an Administration Manager role in Support Services to Ms Barnat, with a response received from Ms Barnat bearing the same date [Ms Barnat held this role until she was further deployed into Special Projects in September 2015 (see (e) below)];
  - (c) Summary notes from a meeting held between Ms Barnat, Stephen Bendle, BJ Davis and Kylie Pearson on 8 July 2014 in relation to Ms Barnat's deployment in Support Services;
  - (d) Letter from Stephen Bendle dated 28 July 2014 to Ms Barnat following a meeting with her and in relation to comments received from Ms Barnat as to her deployment in Support Services;
  - (e) Letter from Jenni Hutchins to Ms Barnat dated 3 September 2015 concerning Ms Barnat's proposed redeployment into the fixed term position of Children's Services – Projects;
  - (f) Email from Jennie Hutchins to various colleagues dated 1 November 2015 advising of Ms Barnat's role as Special Projects Manager;
  - (g) Performance Framework for Ms Barnat dated 23 February 2016.
5. As can be seen from the above chronology, in April 2014 an Administration Manager role was developed for Ms Barnat to manage systems relating to (among other things) ordering and inventories, data management, enrolments, gap analyses and audits. In September 2015, Ms Barnat was then deployed within the Business Systems division of YMCA NSW as a Children's Services Project Manager.
6. **Attached** is an organisational chart which shows Ms Barnat's current position in the context of the organisation. Ms Barnat reports to the Business Systems Business Development Manager. There is no position which reports to Ms Barnat.

7. Ms Barnat has since 1 November 2013 undergone significant further training which has been conducted by YMCA NSW, sometimes with modules or sessions developed or presented by other organisations including, for example, the Australian Childhood Foundation (ACF) and the NSW Government (eg Deputy Ombudsman and Community and Disability Services Commissioner). Ms Barnat's Learning and Development transcript as at 6 October, 2016 is **attached**.

Yours sincerely



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