

DE LA SALLE BROTHERS ANZPPNG DISTRICT CATHOLIC PROFESSIONAL STANDARDS LIMITED – 2020 AUDIT NEWS No 2

Opening Meeting: Ms Tania Stegemann, Catholic Professional Standards Limited (CPSL) Director of Compliance, conducted the official opening meeting for the mandated audit of the Trustees of the De La Salle Brothers (the entity) Thursday 6 August by zoom videoconference. Participants included Brothers David Hawke (Visitor/Provincial), Br Sir Patrick Lynch (NZ), Thomas Mabol Yapo, John Pill, Antony Swamy (PNG) Shahzad G Gill, Qumar John, Zafar Daud (Pak) Ms T Adams, Ms J Alibrandi, Messrs M McCormack, Julian Brophy and Ambrose Payne.

The group represented those with Sector and District key contact responsibility for major sub-groups to be targeted by the Audit Process. The intended outcomes from the meeting viz. explanations and clarifications, timeline considerations and communication channels were achieved along with the opportunity to personalise the audit process to some degree.

Ongoing restrictions and developments from the continuance of the covid-19 emergency will require the audit to be far more desk-oriented than the ideal interpersonal exchanges that flesh out the details that give life to written reports.

The methodology for the audit is established around four essential components to gauge the evidence-based degree to which the “entity” has succeeded in interpreting, understanding, enculturating and improving the steps necessary to ensure the safety and well-being of those in its ministerial care.

Table One sets out a summary of the different measures by which the audit team will consider the evidence that the Lasallian Entity has provided and determine a percentage score on the basis of a report to be published on the CPSL website.

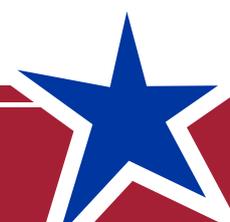
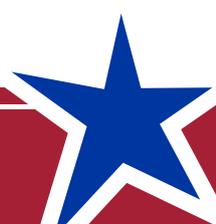


Table One
Description, Respondents and Timing of Audit Measures

MEASURE	DESCRIPTION AND RESPONDENTS	TIMING
<p>1. Interviews with De La Salle Brothers</p> <p>This activity provides an indication of the individual Brother's understanding of the De La Salle safeguarding policies and how these are applied to their daily work</p>	<p>The audit team has received an annotated list of all Brothers named in the 2020 Directory. That list has been checked by the Brother Visitor. The names of close to 30 Brothers have been ruled out because of age, type of residence, frailty or belonging to another District. However not all retired or elderly Brothers have been omitted at the direction of CPSL. CPSL will make a random selection of 20 names from the list. Brothers who are selected will be notified by the Brother Visitor. All Brothers in Pakistan, Papua New Guinea and New Zealand are currently being considered. Interviews will be conducted by phone or Zoom and may be grouped together if practical.</p>	<p align="center">Mid-August to End September</p>
<p>2. Desk-top Audit</p> <p>Financial Audits that many have witnessed is the easiest example. The CPSL Audit Team will peruse the very extensive array of written documentation for evidence of progress in implementing the ten National Catholic Safeguarding Standards</p>	<p>Because of the very wide range of ministries in which the District is engaged, preliminary discussions have established the "SCOPE" of the Audit. This has meant that not every aspect of every ministry will be audited. General details will follow for the following groupings:</p> <ul style="list-style-type: none"> • District Administration – all aspects • Schools: Australia and all other locations will complete either a Self- Assessment or a Declaration as described below. • yourtown will complete a Declaration but will not be required to include social enterprises, job market. • Lasallian Mission Services will complete a Self-Assessment and will be audited on management of Lasallian Youth Ministers and Lasallian Volunteers 	<p align="center">Mid- August to End September</p>
<p>3. Review</p> <p>After review of the Self-Assessment or Declaration documents, the audit team will conduct a further deep dive to verify the content of the documents that have been submitted for a sample of locations/ministries.</p>	<p>Several locations have already been selected as subject to review. They are</p> <ul style="list-style-type: none"> • La Salle Centre – Provincial Office • Lasallian Mission Services – Lasallian Youth Ministers, Lasallian Volunteers • Australian Schools – one to be selected at random following consideration of Declaration documents • La Salle Technical College Hohola PNG • St Albert's Catechetical Centre Khushpur • Pakistan Schools – three to be selected at random to include one English Medium School, one Urdu school and one other • Yourtown – Kids Helpline, Domestic Violence Refuge, San Miguel Family Refuge • New Zealand- FDMC New Plymouth and La Salle Hostel New Plymouth 	<p align="center">Early October to Mid- November</p>



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<p>4. Self-Assessment Document</p> <p>This document is used to assess compliance in entities/activities which are not subject to external regulation or external audit (i.e. unregulated activities)</p>	<p>As part of ongoing contact, the appropriate form will be made available to the ministry that is required to complete a Self-Assessment. The self-assessment document lists all ten NCSS Standards, 84 criteria III Indicators which the audit team will assess. Note that not all Indicators will be relevant to every ministry and you should state N/A for an Indicator where this is the case. The ministry will be required to assess themselves on a four-point grading scale from "Not Addressed" (no compliance) to "Managed and Measurable" (full compliance). The Ministry will have to describe how the specific indicator is complied with, including any planned activity in progress. Key documents are not required to be attached at this stage but will be requested during the deep dive process. CPSL have recognised that Pakistan and PNG are quite different and have prepared an amended Self-Assessment form for these overseas ministries.</p>	<p>Early August to Mid-November</p>
<p>5. Declaration</p> <p>The Declaration of Assurance and Compliance (Regulated Activities) Is to be used by those ministries that are subject to audit from an external body or regulator that has provided an audit report</p>	<p>CPSL is clearly conscious that In Australia and New Zealand, many of our ministries are regulated and supervised by statutory and professional bodies that seek to ensure the safety of children and persons at risk. To avoid unnecessary duplication, these ministries are requested to complete the Declaration of Assurance and Compliance (instead of the Self-Assessment document). The Declaration requires information as to how the NCSS criteria have been assessed by the external body/regulator. In the event of a criterion not being addressed by the external body/regulator, the entity will need to describe how compliance is being achieved within the ministry.</p>	<p>Early August to Mid-November</p>
<p>6. Fieldwork</p> <p>Given the current restricted conditions it is likely that Fieldwork, the physical visiting of ministries, will be curtailed.</p>	<p>Information on field work will be conveyed when and if physical visitation is intended or possible. Currently it is agreed that all exchanges will be electronic.</p>	<p>Early October to Mid-November</p>
<p>7. De-brief</p> <p>Meeting between CPSL and the Church Authority</p>	<p>CPSL will present preliminary findings to the Brother Visitor and leadership team as a result of all reviews. The entity will be invited to provide feedback and supply any necessary and helpful information.</p>	<p>End October</p>



MEASURE	DESCRIPTION AND RESPONDENTS	TIMING
8. Closing Meeting The Presentation of a Draft Report	Further feedback invited from entity and continuing improvement on matters agreed.	Mid-November
9. Management Comments returned	The Brother Visitor together with the leadership team will provide comments on the actions to be taken to respond to the recommendations in the report.	Mid-December
10. Final Report	Published on CPSL website with a percentage score by way of comparable ranking.	Late-December

In the coming week I will attempt to organise video conferenced topic groups in order to have some idea of timings and readiness.

There will be questions that arise. These are to be directed to the Professional Standards Office, ambrosepayne@delasalle.org.au (Tel +61 2 97956400/Mob +61 419 210 188).

AUDIT NEWS No 3 will provide a progress report in the week commencing Monday 7 September

Respectfully



Ambrose Payne
Professional Standards Officer
7 August 2020

