

De La Salle ANZPPNG Consultative Committee Charter

Issue date: DRAFT 17 November 2014

1.0 The Consultative Committee

The Consultative Committee is a consultative body formed to provide guidance and support to the Brother Visitor in matters pertaining to Professional Standards and Child Safety.

The functions of the committee include the:

- development and review of procedures to respond to complaints of abuse against members of De La Salle personnel (inclusive of religious, employees and volunteers);
- review of internal risk assessments;
- development of strategies to negate and minimise risk;
- review of investigation findings undertaken following a complaint;
- formation of recommendations to the Brother Visitor following investigation processes; and
- introduction and review of best practice Child Safety policies and procedures.

In addition to the above, the Consultative Committee is to be consulted in any decision concerning whether a person constitutes an “unacceptable risk” to children, young people or vulnerable adults, and when a member of the De La Salle Religious Congregation is named in allegations of abuse.

The principles of the Catholic Church’s response to complaints of abuse, and the procedures as detailed within *Towards Healing*¹ form the foundation by which the Consultative Committee undertakes the functions detailed.

The Consultative Committee must also ensure alignment to the *Integrity in Ministry*² principles and standards for Catholic Clergy and Religious in Australia.

At all times the Church’s commitment to strive for truth, humility, healing for the victims, assistance to other persons affected, a just response to those who are accused, an effective response to those who are guilty of abuse, and prevention of abuse is to be upheld.

2.0 Appointment to the Consultative Committee

Individuals will be appointed to the Consultative Committee by the Brother Visitor.

Appointments are confirmed in writing and will be for a specific period of time. Membership of the Consultative Committee may conclude at any time during the agreed period by advice to or from the Brother Visitor.

Individuals can be reappointed to the Consultative Committee at the completion of their term. This will be as agreed between the Brother Visitor and the individual, and will be confirmed in writing.

The Consultative Committee shall consist of at least five members.

3.0 Committee Members Responsibilities

All members of the Consultative Committee must abide by the highest possible standards of professional conduct in all aspects of their work, including the maintenance of confidentiality.

¹ Towards Healing, Principles and procedures in responding to complaints of abuse against personnel of the Catholic Church in Australia, January 2010

² Integrity in Ministry, A Document of Principles and Standards for Catholic Clergy & Religious in Australia, June 2004

Hardcopy print date	Version	Issue date		Page
28-Aug-18	1.0	DRAFT 17-Nov-2014	De La Salle Consultative Committee Charter	2 of 4
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Individuals will be appointed on the basis of their expertise and experience and are expected to provide the necessary impartiality.

Members of the Consultative Committee are expected to maintain currency of knowledge of the following policies and procedures:

- Integrity in Ministry;
- Towards Healing;
- Privacy Policy;
- Child Safety Legislation; and
- Policies and procedures developed for the ANZPPNG.

4.0 Committee Chair

The Chair of the Consultative Committee is the De La Salle Professional Standards Officer, however the Brother Visitor may nominate an alternate Chair at his discretion. In the absence of the Professional Standards Officer an alternate meeting Chair is to be agreed by the Committee membership.

The Chair of the Consultative Committee is responsible for the following activities:

- chair meetings;
- establish the agenda for meetings;
- follow up on business arising;
- ensure that accurate and agreed minutes of each Consultative Committee meeting are maintained; and
- maintain contact between the Consultative Committee and the Brother Visitor.

5.0 Meetings

Meetings are to be conducted on a quarterly basis, or when matters require them to be held more frequently. Unless otherwise required meeting dates will be determined in advance with meeting agenda and materials provided seven days in advance.

Meetings will be conducted either face to face or teleconferencing.

6.0 Minutes

A member of the Consultative Committee shall be appointed as Minute Secretary.

Minutes will be prepared in draft form by the Minute Secretary and provided to the Chair for review within five working days of the meeting. Once approved by the Chair, the Minute Secretary will circulate the draft minutes to all members of the Consultative Committee.

Minutes are then to be adopted at the subsequent Consultative Committee meeting. Once adopted Minutes cannot be amended.

Minutes of meetings are to contain a reference to relevant papers tabled, discussions and subsequent actions and/or decisions as agreed by the Committee.

Hardcopy print date	Version	Issue date		Page
28-Aug-18	1.0	DRAFT 17-Nov-2014	De La Salle Consultative Committee Charter	3 of 4
Hardcopies are correct at the time of printing and are uncontrolled documents Company Confidential 6:54:14 PM				

The Minute Secretary is to ensure that all material tabled for discussion at meetings and subsequent minutes are maintained for future reference and are available to the Consultative Committee Chair and Brother Visitor.

7.0 Correspondence

Correspondence related to the functions of the Consultative Committee will be included with each meetings papers. Such correspondence may comprise any correspondence received or issued by the Committee Chair, Brother Visitor, legal advisors of the Trustees, statutory authorities and Catholic Church Directives.

8.0 Referenced Documents

Documents related to this Charter include:

- Towards Healing, Principles and procedures in responding to complaints of abuse against personnel of the Catholic Church in Australia, January 2010
- Integrity in Ministry, A Document of Principles and Standards for Catholic Clergy & Religious in Australia, June 2004.

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Hardcopy print date	Version	Issue date		Page
28-Aug-18	1.0	DRAFT 17-Nov-2014	De La Salle Consultative Committee Charter	4 of 4
Hardcopies are correct at the time of printing and are uncontrolled documents Company Confidential 6:54:14 PM				