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**Service Agreement - Schedule 2**

**SCOPE OF AUDIT STATEMENT**

**Ministerial PJPs**

Please complete this form for all ministries, organisations and activities under the governance of the named Church Authority.

Prior to audits against the National Catholic Safeguarding Standards (NCSS), Australian Catholic Safeguarding Ltd (ACSL) needs an understanding of the scope and profile of Catholic entities.

This Scope of Audit Statement is intended to capture information regarding all related or affiliated organisations and ministries under the governance authority of the named Church Authority.

Should you have any queries with regard to this Audit Statement or the ACSL Audit Program, please contact **Tania Stegemann, Director of Compliance, 1300 603 411,** tania@acsltd.org.au.

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| **Name of Church Authority (MPJP)** |  |
| **Name and Title of Church Authority Leader (Chair/Other)** |  |
| **Street Address of Church Authority** |  |
| **Church Authority Trading Name** |  |
| **Church Authority ABN** |  | **Is the Church Authority a member of the Catholic GST Religious Group?** | Yes 🞏No 🞏 |
| **Does the Church Authority have any current and/or historical complaints of child sexual abuse made against any entities for whom s/he has governance responsibility?** | Current 🞏Historical 🞏N/A 🞏 |

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| **MINISTERIAL PJP – Trustee/Canonical Steward Information** |
| Number of Trustees/Stewards |  | Number of support staff |  |
| Functions/oversight roles of Trustees/Stewards in relation to the ministries/agencies under the MPJP |  |

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| **BOARD/COUNCIL/OPERATING GOVERNANCE** |
| Briefly explain the Board/Council/Operating governance structure/s that operate under the guidance of the MPJP.If there are multiple such entities, provide an overview of each ministry/agency |  |
| Number of Board/Council members (if multiple, please provide total #s) |  | Number of support staff (supporting the governance body) |  |
| Functions/oversight roles of Board/Council/Operating governance structure/s in relation to the ministries/agencies under the MPJP |  |

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| Location of ministries(eg: if schools, how many is each State; if health, how many facilities in each State, etc) | Australian Capital Territory |  | New South Wales |  |
| Northern Territory |  | Queensland |  |
| South Australia |  | Tasmania |  |
| Victoria |  | Western Australia |  |

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| Does the Church Authority have operations/ministries outside of Australia (where the Church Authority has governance responsibility)? | Yes 🞏No 🞏 | If yes, list:* Countries
* Number of people ministering in these countries
* Nature of ministry
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| Does the Church Authority have a governance role or oversight of a higher education institution? | Yes 🞏No 🞏 | If YES, what is the name and location of the higher education institution *(include all details for multi-campus colleges)* |  |
| Number of staff |  | Number of students |  |

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| Does the Church Authority have canonical governance of any other religious institutes, societies of apostolic life or associations of Christ’s faithful? | Yes 🞏No 🞏N/A 🞏 |  |
| If YES, please provide details for each group (name, number of members, number of locations, etc) |  |

Please answer the following questions for the service organisations/agencies which are governed by the Church Authority. For each service organisation related to your entity, provide as much detail as possible and include the sector/client group(s) to whom they provide services.

| **SERVICE AGENCIES/ORGANISATIONS** |
| --- |
| ***Education*** Yes 🞏 No 🞏 N/A 🞏 |
| Number of primary schools |  | Number of staff (across all facilities) | Central office |  |
| Number of secondary schools |  | School-based |  |
| Number of disability schools/alternative education facilities |  |  | Number of volunteers (across all facilities) |  |
| Number of early childhood/day care centres |  | Nature/model of early childhood |  |
| *Attach a list of all schools and locations* |
| Describe the reporting and safeguarding arrangements in place between the Church Authority and the education provision(e.g. schools have local boards/councils who are responsible for safeguarding & reporting with periodic reporting to governing body) |  |
| ***Social/Welfare*** Yes 🞏 No 🞏 N/A 🞏 |
| Number of locations/offices/service outlets |  | Number of staff |  |
| Number of volunteers |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. counselling; foster care; youth services; child care; family law services; NDIS; office-based; outreach; helpline) |  |
| Describe the governance arrangements in place between the Church Authority and this ministry in more detail if required |  |
| ***Health/Aged/Disability*** Yes 🞏 No 🞏 N/A 🞏 |
| Number of locations/offices/service outlets |  | Number of staff |  |
| Number of volunteers |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. acute care, public/private facilities, specialist target groups, etc) |  |
| Describe the governance arrangements in place between the Church Authority and this ministry in more detail if required |  |
| **REPEAT AS NECESSARY FOR ANY OTHER SERVICE AGENCIES (disability, childcare, early childhood, aged care, health, etc)** |
| ***Name of Service*** |  |
| Number of locations/offices/service outlets |  | Number of staff |  |
| Number of volunteers |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. acute care, public/private facilities, specialist target groups, etc) |  |
| Describe the governance arrangements in place between the Church Authority and this ministry (e.g. Provincial is member of the Board; Board reports to provincial; separately incorporated entity owned by Religious Institute etc) |  |
| ***Name of Service*** |  |
| Number of locations/offices/service outlets |  | Number of staff |  |
| Number of volunteers |  |
| Description of services – please describe service types, modes of service delivery, etc (e.g. acute care, public/private facilities, specialist target groups, etc) |  |
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| Describe the governance arrangements in place between the Church Authority and this ministry (e.g. Provincial is member of the Board; Board reports to provincial; separately incorporated entity owned by Religious Institute) |  |

Please provide contact details below for any follow up in relation to the information provided in this Statement.

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| **Name**  |  |
| **Job Title** |  |
| **Contact Telephone** |  |
| **Contact Email** |   |