

STATUTORY DECLARATION

I, JULIE CRAIG of 841 Hunter Street, Newcastle West in the State of New South Wales, Archive Officer, do solemnly and sincerely declare that:

1. I am the Archive Officer at the Diocese of Maitland-Newcastle.
2. On 15 January 2013 I attended before the Special Commission of Inquiry concerning the investigation of certain child sexual abuse allegations in the Hunter Region (**Commission**).
3. On 18 June 2013 the Commission requested I provide a Statutory Declaration regarding certain matters.
4. By letter dated 18 June 2013 from the Commission's solicitors, I have been asked to give this Statutory Declaration. I give this Statutory Declaration unwillingly and only on the basis that, without exception, section 23(2) of the *Special Commissions of Inquiry Act 1983* applies to restrict the use of this statutory declaration and any document referred to in it. For the record, the same unwillingness applies to all evidence given by me in any hearings of the Commission, whether public, private or in camera.

Background, qualification and experience

5. From 1966 until 1990 I worked for various companies in secretarial roles. On about 25 April 1990 I commenced employment with the Diocese of Maitland as it then was as the Property Officer. The Property Officer was a newly created position in the Diocese.
6. When I was employed in 1990 my duties as the Property Officer included creating an asset register on a database of all the Diocesan and Parish properties. This included travel to all the properties for the purpose of taking photos, ensuring title deeds were correct, held by us, organise to obtain any missing title deeds and then create a second register of all the deeds on a database. I also created a database register of all the plans and collected and stored those plans in a central location. I also created Parish boundary maps and issued each parish with a package including parish map, copy of title deeds and a database printout of properties within those parishes including information about insurances, history and heritage information about those buildings.
7. In 1995 the Diocese of Maitland became the Diocese of Maitland-Newcastle by Papal Decree. My role as Property Officer expanded and I was now responsible for maintenance, security, staff inductions and catering for the new Diocesan Campus at 841 Hunter Street as well as other Diocesan properties in Newcastle and Maitland.
8. From 1996 my job expanded to include helping Sister Patricia Egan in the archives and my job title was referred to as Property and Archive officer. This included helping Sister Patricia set up the Bishop's Archive at 841 Hunter Street. In addition I assisted

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in obtaining a Community Heritage Grant from the National Library to help set up the Archives using a Conservator.

9. Sister Patricia retired as the Chancellor in 2004 and Sister Beverley Zimmerman became Chancellor of the Diocese of Maitland-Newcastle. Sister Beverley was physically unable to oversee or work in the Archives and so from 2004 my role as Archive Officer increased and I became responsible for managing the records of the Chancery.
10. I was in the role of Property and Archive Officer until 2010. During this time I worked at three locations. From 1990 I worked at 302-304 High Street, Maitland. From 1991 to 1995 I worked at 341 High Street, Maitland. From 1996 to 2010 I was at 841 Hunter Street, Newcastle West, 2nd floor, Menkens building, room 12.
11. At the end of 2010 I retired from the Property Office and at the beginning of 2011 I continued the role as Diocesan Archive Officer and I remain in that role today. I work up to 10 hours a week.
12. My duties as the Diocesan Archive officer include storing of archival documents and artefacts, physically and electronically. From the beginning of 2011, in that role, I have been located at 841 Hunter Street, Newcastle West, 2nd floor of the Catholic Schools Office, room 2-34.
13. I undertook an Advanced Diploma in Local and Applied History at Armidale University from 1996 – 2000.
14. Since 1996 I also gained further experience in archiving by becoming an active participant in various archival societies and had a gradual increase in exposure to archive matters within the workplace.
15. I have not held any canon law and/or Chancellor role at any time.

1995 re-location of Bishop's Office

16. Prior to 1995 archive documents were, to my knowledge stored in two places. 20th Century documents were in the Chancery Office where the secretary sat in the Bishop's House. The 19th Century documents were up until 1991 located in the Maitland Parish Office and then from 1991 to 1995 they were stored at 341 High Street, Maitland, in a safe.
17. After the relocation of the Bishop's Office in 1995 archive documents were and are still located at 841 Hunter Street, Newcastle West.
18. In my role as property officer I was involved in the physical movement of the archive records in 1995 when the Bishop's Seat relocated from Maitland to Newcastle West. This was the first time I physically handled the archive records. As I was packing the boxes, I hand wrote on a writing pad the box number and each envelope number and description as it already appeared on the outside of each of those envelopes. Some boxes I packed contained personal effects of the previous Vicar General who was at

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that time studying in Boston. The contents of those boxes were named by me on the hand written list but not all of his belongings went into the archive in Newcastle West.

19. The archive records were moved to Newcastle West by professional removalist who used a truck.
20. When at the Newcastle West location I typed the information from the hand written list into a Q&A word document. Q&A was the software used by the Diocese at the time.
21. The documents were stored in the Catholic Development Fund safe room on the Mezzanine floor at Newcastle West. Each bay and shelf in that area was allocated a number by me for the purpose of recording the location of documents which would be placed in those bays and shelves.
22. Once the boxes of documents arrived at Newcastle West I placed each box in a bay and shelf. I noted the box number on the bay and shelf location and also on a printed version of the word document I had previously created. The printed word document with the additional hand written notes was then used to input that information into a new Microsoft Access document. I cannot recall if that task was completed by myself or Sister Patricia Egan, however I didn't have Microsoft Access on my computer.

Archiving and Recording Documents

23. The archives I look after contain documentation from the Bishops office of varying types but typically written correspondence to and from the Bishop, financial records, photographs and title deeds. These documents range in date from 1850 to 2011.
24. The combined 19th Century and 20th Century records and Title Deeds and photographs are contained in approximately 712 boxes which contain approximately 2250 envelopes, the number of documents I am unable to estimate within the above records however, within 30 of the 19th Century boxes there are 5828 documents.
25. The procedure for new documents entering the archive is that they are allocated a document number, envelope number, bay number, shelf number and box number. I then enter that information into the Microsoft Access document and when each box is full, I print out the description of the contents and place that printout on the front of that box. I then placed the box in the bay and shelf location.
26. Currently there is no procedure for logging the date of receipt of documents into the archives.
27. Due to the size and weight of the large archive boxes, in about late 1996 I initiated a process with the 20th Century material to transfer contents from large boxes to smaller boxes of more manageable size and weight. This process was commenced in late 1996 by another employee Ann Lyons and that process was completed within a few days. The outside of each smaller box is marked with the same number originally on the larger box and the individual smaller boxes are marked with the

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envelope numbers and brief description of the contents of those envelopes, in the form those descriptions already appeared on the outside of those envelopes.

28. The envelope numbers and descriptions were then recorded against each box number in the Microsoft Access document. I cannot recall if that task was completed by myself or Sister Patricia Egan, however I didn't have Microsoft Access on my computer, I only had access, at that time, to the Q&A software.

Involvement and access to Diocesan records by people assisting me

29. Since I obtained management of the archive records I received assistance managing those records from two people.
30. Joan Boyle assisted me from 2008 for a period of 12 months. Her duties and responsibilities were only to enter names of people from photographs into the Microsoft Access program. She otherwise had no access or control over the Diocese records.
31. Helen Russell assisted me from 2012 and continues to assist me. Her duties and responsibilities have and continue to be to summarise the contents of 19th Century archive boxes and help with questions received by me in relation to family histories. She otherwise has no access or control over the Diocese records.

How access to Diocesan records is obtained and who has/had such access

32. Until 2001 all Catholic Development Fund (CDF) staff, approximately five in number, had access to the area in which the archives were stored. In 2001 further construction to the building had been completed and CDF staff no longer had access to the area in which archives were stored.
33. From 2001 access to the Diocesan records was through a locked door by either code access or Grand Master Key access. Sister Patricia Egan, Elizabeth Doyle and myself were the only persons who knew the code and we also knew that the door could be unlocked by using either a Grand Master Key or the code. That code was created by me and I only gave that code to Sister Patricia Egan and Elizabeth Doyle. It was part of my role to allocate keys to all staff including Grand Master Keys to heads of departments. To my knowledge there is a list of original and current key holders and I understand previous holders of a Grand Master Key to have been the following people:
- (a) Sister Patricia Egan until about 2001;
 - (b) *BI* until about 2008;
 - (c) Tony Babic until about 2002;
 - (d) Chris Pryke until about 2010;
 - (e) Greg Baynie from about 2008 to 2010;
 - (f) Gerard Bowen until about 2011;
 - (g) Bishop Michael Malone until about 2011;

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- (h) Sean Scanlon from about 2010 and ongoing;
- (i) Bishop William Wright from about 2011 and ongoing;
- (j) Teresa Brierley from about 2004 and ongoing;
- (k) Moira Murphy from about 2011 and ongoing;
- (l) Elizabeth Doyle ongoing; and
- (m) myself ongoing.

Other than Moira Murphy who accessed the area to view or store title deeds, the people listed above may not have known that their key could access the area as they would ask me to access the area if they required a document.

Past/current procedures when a document is requested and/or removed

- 34. Requests for access are either by external persons, meaning not employed by the Maitland-Newcastle Diocese, or internal persons.
- 35. Prior to the year 2000 external requests for access were received in writing and responded to in writing. The written response was provided by Sister Patricia Egan or myself and prior to us by Michael Sternbeck and prior to him by Father Harold Campbell. Copies of those documents were kept in the archive.
- 36. From the year 2000 external requests were by completing an Access to Archive request form and responded to in writing with copies kept and that procedure continues today. The written response was provided by Sister Patricia Egan or myself and copies kept in the archive.
- 37. In relation to granted external requests I do not know what process was in place prior to 1996. From 1996 Sister Patricia Egan or myself would retrieve documents from the archive and provide copies or allow originals to be reviewed under our supervision but original documents were not permitted to be taken away.
- 38. I created the Access to Archives request form and sent them to researchers for completion. Once the form had been returned I authorised it to be granted, signed it, dated it, took a copy and I kept the original. For simpler requests I would access the archive and provide the relevant information, document or photographs. For longer requests researchers would attend the archives and I would provide them the relevant documents. The researcher is able to access one box of documents at a time and they documents must leave the office. To my knowledge there has been a requirement since 1996 that external researchers be supervised.
- 39. This does not include requests by the Police or this Commission.
- 40. Prior to 2013 there were no formal procedures for internal requests for access, however some requests were made and responded to by email and those records were kept. Direct access to the Archive room was limited. When I was dealing with the request I would obtain the record and personally hand it to the applicant. To my knowledge, that applicant would not be with me when I retrieved the record. Internal

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applicants of records were not supervised once the records were provided to them, nor were procedures in place to ensure their integrity once issued to internal users.

41. Since January 2013 internal requests for access involves completing an Access to Archives form, noting the requested documents and the reason for the document/s. Return of documents are recorded and this procedure continues today.

Knowledge or understanding or access or seen or catalogued "secret archives"

42. I have heard of Bishops' "secret archives" but otherwise have no knowledge, understanding or involvement with any such archives.

Any other matter considered relevant

43. No other matters considered relevant.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1900.

Declared at Newcastle [place] on 27th June 2013 [date]

Signed

[signature of declarant]

in the presence of an authorised witness, who states:

I, MATHEW GELATT [name of authorised witness],

a SOLICITOR [qualification of authorised witness],

certify the following matters concerning the making of this statutory declaration by the person who made it: [*please cross out any text that does not apply*]

1. ~~*I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person has a special justification for not removing the covering.~~

2. ~~*I have known the person for at least 12 months OR *I have confirmed the person's identity using the following identification document:~~

DRIVERS LICENCE NO [describe identification document relied on]

Signed

27/6/13

[date]

[signature of authorised witness]



**Crown
Solicitor's
Office**

My Ref: 201203450

T20 Emma Sullivan

Tel: (02) 9224-5029

Fax: (02) 8224-5355

Email: crownsol@agd.nsw.gov.au

18 June 2013

Mr Matthew Gerathy
Makinson & d'Apice
DX 296 SYDNEY

By email : mgerathy@makdap.com.au

Dear Mr Gerathy

**Special Commission of Inquiry into matters relating to the Police
investigation of certain child sexual abuse allegations in the Catholic
Diocese of Maitland-Newcastle ("Inquiry")**

I refer to recent communications with Ms Emma Sullivan of my Office.

The Commissioner would be assisted by a sworn statement (in affidavit or statutory declaration form) from Ms Craig.

Matters to be covered by the Statement

I request that a statement be obtained from Ms Craig that addresses the following matters:

1. Details as to:

A. Ms Craig's background, qualifications and experience, including:

- i. The positions that Ms Craig has held in the Catholic Diocese of Maitland-Newcastle ("the Diocese") since 1990;
- ii. The circumstances in which Ms Craig first became involved in managing the records of the Diocese; and
- iii. Details regarding any canon law and/or chancellor role held now or previously by Ms Craig;

2. Ms Craig's role in the storing, archiving and recording of documents, including the procedures used following the re-location of the Bishop's Office to Newcastle in 1995, and the location of such documents;

3. Details as to:

- A. which types of documents are stored in Diocesan archives;

- B. the date range covered by the documents stored in the Diocesan archives; and
 - C. the procedures used for archiving and cataloguing of records, including with respect to logging the date of receipt of documents for the Diocesan archives;
4. Details as to any assistance Ms Craig has received with the management of the Diocese records, including:
 - A. names of any persons appointed to provide such assistance; and
 - B. the duties and/or responsibilities of such persons appointed, including whether those persons had access and/or control over the Diocese records;
 5. Details regarding access to Diocese records, including:
 - A. which members of the Diocese staff had access to the Diocese records in the past;
 - B. which members of the Diocese staff currently have access; and
 - C. how that access is obtained;
 6. Details as to the procedure followed when a specific document is requested and/or removed from the records, including procedures currently followed and any procedures followed in the past, if different;
 7. Ms Craig's knowledge or understanding regarding Diocesan or Bishop's "secret archives" (as also referred to in canon law) and whether Ms Craig has access to, or has otherwise seen or catalogued, such documents; and
 8. Any other considered relevant to the Inquiry's Terms of Reference.

Timing of the statement

The Commissioner would be assisted by the provision of the statement by no later than **Friday, 21 June 2013.**

Please contact Ms Sullivan of my Office on (02) 9224 5029 should you wish to discuss any aspect of the above.

Yours faithfully

Signed

Emma Sullivan
Special Counsel
for Crown Solicitor