



Catholic Development Fund

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## Identification Statement

For the purposes of this statement:

- **ASIC Instrument** means the *ASIC Corporations (Charitable Investment Fundraising) Instrument 2016/813*
- **CDF** means Catholic Diocese of Ballarat – Catholic Development Fund

Information to be Provided	Information Provided by CDF
Identification Information	<p>The Catholic Diocese of Ballarat ABN 57 869 492 977</p> <p>Corporate Status: A body corporate created pursuant to the Roman Catholic Trusts Act 1907 (Victoria) as amended.</p> <p>Address: 15 Lyons Street South, Ballarat Victoria</p>
Compliance	<p>The CDF relies upon the following exemption:</p> <ol style="list-style-type: none"><li>1. For the period between 1 January 2017 and 31 December 2017: "ASIC Instrument 04/0024, as continued in force by section 9 of the ASIC Instrument."</li><li>2. On and after 1 January 2018: Exemptions section 5(1) and 5(2) of the ASIC Instrument</li></ol> <p>The CDF has received advice and has implemented appropriate policies, practices and procedures to ensure that all relevant conditions of the exemptions are met. Such policies are revised and reviewed on a regular basis to ensure ongoing compliance.</p>
Financial year	From 1 January to 31 December of each calendar year.
Australian Financial Services Licence	The CDF does not hold an Australian Financial Services Licence and is not required to hold such licence.
Charitable purpose	<p>The CDF's charitable purpose is the advancement of religion by maximising the use of resources within the Catholic community in order to provide facilities to invest funds, offer loans at favourable cost for capital and other projects, and provide the means of promoting the pastoral, financial and educational needs of the Ballarat Diocese.</p> <p>Through the issue of debentures to investors the CDF raises funds to :</p>

*Diocese of Ballarat - Catholic Development Fund*

<b>Information to be Provided</b>	<b>Information Provided by CDF</b>
	<ul style="list-style-type: none"> <li>· Provide a source of finance and credit for capital and other expenditures in the work of the Catholic Church primarily within the boundaries of the Diocese of Ballarat;</li> <li>· Assist in the provision of better financial management of the investments and assets of the Diocese, parishes and other Catholic Church entities; and</li> <li>· Achieve operating surpluses which are directed toward the charitable and pastoral works of the Catholic Diocese of Ballarat.</li> </ul>
Method of fundraising	The CDF will issue debentures as its method of fundraising.
Key terms	<p>Debentures can be at call or for a fixed term.</p> <p>Interest is paid according to the type of debenture and at prevailing interest as determined by the current CDF Committee.</p> <p>The interest rate on at call debentures can be varied without prior notice. The interest rate on fixed term debentures remains in force for the term of that debenture.</p> <p>Standard interest rates are determined by the CDF Committee from time to time. The prevailing interest rates are available by contacting the CDF.</p> <p>The CDF does not charge any fees to debenture holders, however fees may be charged by third parties for the provision of products and services that have been facilitated through the CDF.</p>
Investors	<p>The CDF will offer debenture to people and organisations as retail, associated clients, which may include people who are associates because they are voluntary staff members pursuant to the criteria annexed to this statement. Annexure A.</p> <p>The CDF will offer debentures to potential investors in person or through printed and online material issued by the CDF.</p> <p>Investors who lodge debentures for a fixed term will be issued with a receipt on lodgement. Investors are offered online access to their accounts and statements, statements are issued to all investors who do not have online access.</p>
Audited financial reports	The CDF is not required to lodge audited financial reports with the Australian Charities and Not-for-profits Commission.
Guarantees and obligations	CDPF Limited will provide a guarantee for the benefit of, and owe an obligation to, holders of any debentures issued by the CDF.
Acceptance of identification statement by a sponsor	<p>This identification statement is to be accepted for the purposes of the ASIC Instrument by CDPF Limited. A copy of the Deed Poll for CDPF Limited may be found at :</p> <p><a href="https://www.catholic.org.au/all-downloads/bishops-commissions-1/administration-and-information-1/1911-2003-sponsor-deed-poll/file">https://www.catholic.org.au/all-downloads/bishops-commissions-1/administration-and-information-1/1911-2003-sponsor-deed-poll/file</a></p>



**Completed by Catholic Diocese  
of Ballarat – Catholic  
Development Fund**



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Authorized representative of Catholic  
Diocese of Ballarat – Catholic Development  
Fund  
Date: 28/2/17

**Accepted by CDPF Ltd**



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Authorized representative of CDPF Ltd  
Date: 28 FEBRUARY 2017

## Annexure A

### Criteria for Volunteers

For the purposes of the identification statement drafted in compliance with the ASIC Instrument, the CDF has set out below its criteria for determining whether a person is a "volunteer" pursuant to the definition of "associate" in the ASIC Instrument.

#### 1. General principles

- (a) A volunteer can only be natural person.
- (b) A volunteer must directly work for one or more of the following entities:
  - (i) CDFs;
  - (ii) Catholic dioceses;
  - (iii) Catholic parishes and related ecclesiastical organisations, such as Catholic Education Offices;
  - (iv) Catholic congregations, orders and other public juridic persons; or
  - (v) members of clergy and religious brothers and sisters.
- (c) The person must not be working for payment or reward, although they may receive payment for out-of-pocket expenses.
- (d) The person must be genuinely and substantially involved in the organisation or charity. Factors that will be taken into account include the number of hours the person works, how often the person works, the description of the role, the responsibilities undertaken by the person.
- (e) A person ceases to be a volunteer once they are no longer genuinely and substantially involved in the organisation.
- (f) A person is not necessarily a "volunteer" for the purposes of the ASIC Instrument, even if they fall within the definition of a "volunteer" in the ordinary sense of the word or is deemed to be a volunteer under other legislation.

The CDF acknowledges that there cannot be one "one-size-fits-all" criterion for all volunteers who assist Catholic organisations. Criteria for "volunteers" in different kinds of Catholic organisations are identified below. The lists are meant to offer guidance only and are not meant to be exhaustive and the CDF shall always have the final determination as whether someone is eligible to be "volunteer" for the purposes of the ASIC Instrument.

#### 2. Parish offices

- (a) In order for someone to be an eligible volunteer at a parish office, they must be genuinely and substantially involved in the operation and running of the office on an on-going basis.

- (b) An example of an eligible "volunteer" may be an unpaid parish secretary who attends to all or most of the following responsibilities:
- (i) handles correspondence from the public to the office, whether in person, on the phone or electronically on all or most days that the office is open;
  - (ii) works closely with the parish priest on a day-to-day basis in administering the office;
  - (iii) is involved in parish activities, such as organising weddings, funerals and other parish or Church related activities.
- (c) Eligible volunteers might not contribute on a day-to-day basis but might instead be "genuinely and substantially involved" in other ways. For example, a member of the parish's finance committee would be an eligible volunteer if he or she regularly attends committee meetings and makes valuable contributions at meetings and to the management of the parish.
- (d) Examples of persons who would not fall within the "volunteer" definition include persons who:
- (i) agree to be on a roster from time to time performing functions such as welcoming, social organisation, music, reading, assisting with religious services, counting collections, cleaning premises or decorating parish churches;
  - (ii) assist the parish office on a one-off or irregular basis or on certain occasions (e.g. around Christmas or other holidays);
  - (iii) "fill in" temporarily for a staff member at the parish;
  - (iv) are guests of the parish or the parish priest; or
  - (v) are invited to attend parish or committee meetings on a one-off or irregular basis.

