**Annual Parish Attestation**

**This attestation is to be completed by the Parish Priest/Administrator. A priest who covers more than one parish is to complete a separate attestation for each parish. The attestations are to be returned to the Bishop’s Office by February 15 each year. After checking that the points on pages 1-3 have been attended to, the priest is to sign and date the attestation as indicated on page 3.**

*I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, being the Parish Priest/Administrator*

*for the Parish of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, provide the following*

*attestations regarding Professional Standards, Finances and Buildings, with respect to the year ended*

*31 December \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*

**Professional Standards**

**Background**

The Catholic Diocese of Ballarat is committed to providing a safe and supportive environment for people of all ages, with special concern for children, young people and vulnerable adults.

**Attestation**

1. *The following policies and code of conduct are in place in the parish and have been communicated, and are available to all staff and volunteers of the parish.*

* Children, Young People and Vulnerable Adults Safety Policy
* Children, Young People and Vulnerable Adults Code of Conduct
* Working with Children Check and National Police Record Check Policy
* Privacy Policy
* Sexual Harassment Policy
* Workplace Bullying Policy
* Anti-Discrimination Policy
* Use of Information Technology, Email and Internet Policy
* Data Security Policy
* Grievance Policy
* Occupational Health and Safety, and Return to Work Policy

1. *The Parish Priest/Administrator, employees and volunteers have complied with the child safety reporting obligations that are set out in the Children, Young People and Vulnerable Adults Code of Conduct.*

**Finances**

**Background**

The Parish Priest is the administrator of the assets of the parish (canon 532). He is to carry out this task of administration in accord with the norms of canons 1281-1288. All the financial responsibilities of a Parish Priest apply equally to Parish Administrators.

**Attestation**

*The following responsibilities of administration have been met:*

1. There is an active finance committee in the parish (Canon 537);
2. The finance council has acted within the limits and manner of ordinary administration, except where the bishop’s written permission permits otherwise (Cn. 1281, §1);
3. Adequate insurance for parish assets and risks is in place (Cn. 1284, §2,1°);
4. Relevant civil law is complied with in relation to parish property (Cn. 1284, §2, 2°);
5. Relevant civil law is complied with in relation to contracts of employment (Cn. 1286, 1°);
6. Accurate records of income and expenditure are kept and an account of the administration at the end the year was prepared and rendered to the parishioners and the bishop (Cn. 1284, §2, 7° & 8°; Cn. 1287, §1, §2);
7. The wishes of the founder or donor of money or goods to the parish (where applicable) have been attended to carefully (Cn. 1284, §2, 3°-4°);
8. Records of parish assets have been securely preserved and archived (Cn. 1284, §2, 9°);
9. No civil court proceedings have been instigated or contested in the name of the parish without first obtaining the written permission of the bishop (Cn. 1288).

**Additionally**

1. BAS returns are up-to-date;
2. Parish employees are paid at or above their relevant award rate;
3. All staff superannuation contributions have been paid to the member’s fund;
4. Annual and long service leave records are accurate and up-to-date;
5. Presbytery monies have been managed in line with BCAF guidelines;
6. No money has been transferred from the presbytery account to the parish account or vice versa;
7. Bank reconciliations are up-to-date;
8. The parish complies with copyright requirements.

**Buildings**

**Background**

The Victorian Building Interim Regulations 2017 incorporate provisions requiring maintenance of safety related features.  Buildings are classified into three Divisions.

* Division 1 Constructed or substantially modified after 1 May 2004.
* Division 2 Constructed between 1 July 1994 and 1 May 2004.
* Division 3 Buildings built prior to 1 July 1994

**All Buildings** Exits and paths of travel to exits are maintained in an efficient and functional condition, clear of obstructions.

**Division 1 and 2 Buildings (i.e. post 1 July 1994)** A Certificate of Occupancy will normally be issued for buildings constructed or substantially modified after 1 July 1994 for which a Building Permit was required.  The Certificate of Occupancy should list the Essential Services installed. If you do not have a Certificate of Occupancy for a building constructed or significantly modified after 1 July 1994, please contact your local Council to obtain a copy.  If a Certificate of Occupancy was not issued, a Determination of Essential Services can be made by a Building Surveyor under Victorian Building Regulation 11.4.  It is a requirement to:

* Display the Certificate of Occupancy or Determination of Essential Services.
* Provide an Essential Services Log Book to record the inspection and maintenance activities, who undertook them, and when.
* Prepare an Annual Essential Services Report (Form 15) prior to each anniversary of the Certificate of Occupancy or Determination of Essential Services.
* Ensure the Essential Services are maintained in accordance with the requirements of the Certificate of Occupancy or Determination of Essential Services.
* Retain records of inspection, maintenance and repairs to the Essential Services
* Display the current Annual Essential Services Report

**Division 3 Buildings (i.e. pre 1 July 1994)** Certificates of Occupancy may or may not be available for these buildings.  It is a requirement that:

* Any safety equipment, fittings and safety measures installed are maintained such that they are fit‑for‑purpose.
* Safety equipment, fittings and safety measures required to be maintained are generally those installed in accordance with Standards and Regulations in force at the time of construction.
* Safety equipment, fittings and safety measures are not to be removed except for maintenance or otherwise in accordance with the Building Regulations.
* Log books, although not ‘required’ are a useful means of recording inspection and maintenance activities.

**Attestation**

*The Parish complies with the above requirements as applicable with respect to Professional Standards, Finances and Buildings.*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return the signed attestation by February 15 to Bishop’s Office, PO Box 121, Ballarat Vic 3353 or by email to** [**bishopsoffice@ballarat.catholic.org.au**](mailto:bishopsoffice@ballarat.catholic.org.au)**. Thank you.**