



Assisting individuals to obtain valued
roles within the community

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26th of June 2012

Private & Confidential

Mr. Royce Comber

REDACTED

Re: Termination of Employment with FOCAS Shoalhaven

Dear Mr. Comber,

I am writing to you about the termination of your employment with FOCAS Shoalhaven.

On the 1st of April you had a conversation Cecile Sullivan to discuss issues related to matters at another service which had been brought to our attention by the Child Protection Unit on April 1st 2012. In that discussion, you were advised that your employment would be suspended until such time as the matter had been investigated, when a decision regarding your employment would be made.

Given the seriousness of the allegations and the fact that the matter is currently still being pursued by the family concerned, this matter has been discussed with the Management Committee, with independent advice being sought. A risk assessment to the business has been undertaken, with the decision being made that FOCAS is unable to continue with your employment.

No formal warnings have been issued due to the serious nature of the allegations and alleged conduct.

Based on your length of service as a casual employee, no notice period would ordinarily be applicable.

Your employment will end immediately as you will not be required to work any notice period. Employees and employers may choose to seek information about minimum terms and conditions of employment from the Fair Work Ombudsman. If you wish to contact them you can call 13 13 94 or visit their website at www.fairwork.gov.au.

Yours sincerely,

Cecile Sullivan
FOCAS Manager

