

**SCREENING  
UNIT**

**HIGHLY  
CONFIDENTIAL**



Clerk of the Court  
Newcastle Local Court  
Cnr Church & Bolton Streets  
NEWCASTLE NSW 2300

Dear Sir/Madam

Part 7 of the Commission for Children and Young People Act 1998 makes it mandatory for all applicants for positions involving direct and unsupervised contact with children to be screened for a criminal offence involving sexual activity, acts of indecency, child abuse or child pornography. Criminal offences include convictions as well as charges for offences, regardless of the outcome of court proceedings.

In cases where a person is screened and a relevant criminal record is detected, a risk assessment must be undertaken. The risk assessment takes into account many factors such as the length of time since an offence was committed, the number of offences committed and the age difference between the alleged offender and the victim at the time of the incident.

I am presently attempting to conduct a risk assessment on a person who was charged with an offence of the nature described above, however NSW Police are unable to determine the age of the victim in the case cited.

I would ask that your court check its records to clarify the age of the victim in the following case:

<b>Person Charged/ Convicted</b>	Steven Andrew LARKINS
<b>Date of Birth</b>	05/05/1966
<b>Court Date</b>	26/03/1999
<b>Offence</b>	Agg Indecent Assault – Victim under the age of 16 years
<b>Information Required</b>	Age of victim, or clarification that victim was a child or adult if age is unavailable. Circumstances of the Offence, including Police fact sheet if available.

Please provide this information to me at the Screening Unit, Department of Community Services, at the contact details noted below as soon as possible.

If you require further information or clarification regarding this request, please contact me by telephone on (02) 9716 2199 or by fax (02) 9716 2144.

Yours sincerely

Nathalie Bratt  
Manager, DoCS Screening Unit  
3 March 2003