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SCREENING
UNITHIGHLY
CONFIDENTIAL**PRIVATE AND CONFIDENTIAL**15th September 2003Mr. S. Larkins


Dear Steve

I am required to complete the risk assessment on you and therefore given that you dispute the criminal history, you need to supply to me a letter from NSW Police stating that the criminal history does not relate to you, or I will need to finalise the risk assessment.

Alternatively the matter can be withdrawn by yourself or the agency, but this requires that you do not work directly unsupervised with children as per the requirements of the Working with Children Check.

Could you please contact me should you wish to withdraw this matter and refrain from working unsupervised with children, or please fax a letter from NSW Police indicating that this matter does not relate to you. Unfortunately, I cannot accept phone contact from NSW Police, given that a criminal record has been issued, it is required that the NSW Police write to me in relation to this matter.

I need to finalise this matter by Monday November 3rd 2003. Please provide any documents by this date. Alternatively if no documents have been received, I will complete the risk assessment.

Yours sincerely
Risk Assessment Officer
Screening Unit