



Quick links to forms

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NSW Relevant employment proceedings notification & summary

Employer details:

NOTE: If you have trouble completing this form online, you can [print and complete it manually](#).

* Employer name: The Disability Trust

* Employer ID: 13175

Address: 100-102 Jardine Street
Address Line 2: Fairy Meadow NSW 2519 Australia

* Phone: 0242558000

Fax: 0242558098

Contact person details: Ryan Kiddle **REDACTED** Manager

Date of completion of relevant employment proceedings *: 16/10/2012

Is the individual below currently an employee? *
 Yes No

Employee details:

* Name(s): Royce Colin Comber

If the employee has used a different name in the past (e.g. maiden name or alias) please click "Add name" below and enter the name they went by.
[Add name](#)

* Gender: Male Female

* Date of birth: **REDACTED** 1988

* Place of birth: **REDACTED** NSW Australia

* Position title: Casual - After School & Vaca

Was the person related to any victim(s)? *
 Yes No

Was the person a stranger to any victim(s)? *
 Yes No

Victims

*** Information on the victim:**

* Age at time of incident(s) 15

* Gender:

Male Female

* Did you conduct an investigation?:

Yes No

Did the child require any service directly as a result of the incident(s)? *

Yes No if yes, please state:

*** Information on the episode:**

Date of incident * 01/01/2012

Provide date this matter was first reported to employer?

21/03/2012

What was the nature of the episode(s)? *

A parent of an After School & Vacation Care client made a complaint regarding inappropriate sexual conduct against their child by a staff member at The Disability Trust's After School Care program in Nowra. The parent informed the The Disability Trust that the staff member had inappropriately touched a client on the penis whilst in the toilets whilst in our program. No specific date for the allegation was given. This information was also given by the family to the Police/JIRT and a formal investigation occurred. This investigation found that there

Place(s) where the episode(s) occurred *

The Disability Trust's After School Care - Nowra

Were any of the places a public place or institution? *

Yes No

*** Information on the investigation:**

List all persons interviewed, the title of their position, and the date(s) of the interview(s) held with them.

Persons interviewed:

Royce Comber	Casual - After School & Vaca	27/04/2012	
CIF	Parent	29/05/2012	X

[Add another person](#)

*** Outcome of the investigation:**

Were the allegations sustained? *

Yes - this matter will be recorded as a Category 1 notification

No - complete the next question:

Did you find some evidence that the conduct occurred?

Yes - this matter will be recorded as a Category 2 notification; proceed to complete this form

As there were clear and consistent statements made by the client and family both to The Disability Trust and JIRT/Police, on the balance of probability it can be seen as the allegations may be sustained.

No - do not notify this conduct.

*** Type of conduct for notification:**

Type of conduct for notification (tick all that apply). You must pick one of the following boxes for the behaviour to be reportable conduct.

Sexual offence/assault

Sexual misconduct

Physical assault

Neglect of a child

Psychological harm to a child

Child pornography offence or misconduct

Act of violence in presence of a child

If you cannot tick a box the conduct is not reportable. Further information is available online Working With Children Check Employer Guidelines [Fact sheet 4](#).

Are you required to report your findings to the NSW Ombudsman? *

Yes No

You need to report your finding to the [Ombudsman](#) if you are covered by Part 3A of the Ombudsman Act 1974.

[Add another victim](#)

Certification:

I certify that has been the subject of relevant employment proceedings and that I have the authority to submit these details to the NSW Commission for Children and Young People for background checking purposes under the [Commission for Children and Young People Act 1995](#). I have advised the employee of this notification using the [Relevant Employment Proceedings Employee Advisory Letter](#).



ABOUT RBL CERTIFICATES

Confirm & Print

What should I do next?

Once you have completed your details, be sure to click the "Confirm & Print" button to print the printed form and provide the signed form to the NSW Commission for Children as you wish to retain a copy for your records.

NOTE: Send this form to the Commission for Children and Young People. **Do not give this form to any other person or organisation.**

[Print this form and complete it manually?](#)

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