



Justice
Corrective Services

Victims Register

Information guide and registration form

Victims Register
Victims Support Unit
Level 5, Parramatta Justice Precinct
160 Marsden St,
Parramatta NSW 2150
Phone (02) 8688 6833
Fax (02) 8688 9624
victims.support@justice.nsw.gov.au
www.correctiveservices.justice.nsw.gov.au

Information for victims of crime

We understand that this may be a very difficult time for you. Our aim is to provide you with a responsive and supportive service. The information which follows is lengthy and may be confusing. We invite you to call us on 8688 6833 to ask questions or discuss any concerns.

What kind of information is available?

- Details of the sentence imposed, eligibility for pre-release leave and parole
- Location of the offender while in custody
- Information about providing submissions regarding eligibility for pre-release leave and/or parole
- Parole revocation
- Escapes from custody and recaptures
- Death of the offender

Who can apply to go on the register?

You can apply to go on the Victims Register if:

- you are the victim of an offence for which an adult offender has been sentenced, or
- you are a family member and the victim is deceased, incapacitated or under 18 years of age.

There are situations in which more than one family member can be registered, or where the family nominates someone else to be its representative. If this could apply to your circumstances, please give us a call to further discuss the issues.

What if the offence was committed some time ago?

As long as the offender is still serving their sentence, you are eligible to apply.

Why do we need to check that you are a victim of this offence?

Information about an offender's status is highly confidential. You must consent to have your status as the victim of the offence verified via other government agencies. We will contact you for more information if required.

Who is not eligible to be registered on the victims register?

You are not eligible to go on the Victims Register if you are:

- Not involved in an offence by the offender.
- A witness or bystander uninjured by the offence
- An unrelated individual interested in following the progress of the offender
- A community representative or group

How often will you receive information on the offender?

Initially, you will receive a compilation of information about the offender including: sentence details, location and classification. This will usually take about ten working days.

From then on, you will receive correspondence and a phone call when there is some significant change to the offender's status – for example before pre-release leave or parole consideration.

Please note that the Victims Register will not as a matter of course advise you of changes in security classification or transfers between correctional centres, unless you indicate on the form that you wish us to do so annually.

We invite you to contact us for an update at any stage:

Phone (02) 8688 6833

When will I be informed if the offender escapes from custody?

- In the unlikely event of an escape from custody, we will attempt to inform you on the next working day. Upon request we will phone you outside normal business hours. Please indicate on the application form if this is your preference.

Limitations of the NSW Victims Register

- It is important for people wanting to register to understand that the information we can provide on the Victims Register is limited by law.
- Not all information about the offender can be provided. Information about an offender's medical and psychological history cannot be released.
- If the offender completes their sentence for the offence against you and subsequently re-offends, we cannot provide information relating to their new sentence.

Important points to note

- It is important to let us know of any changes in your contact details to ensure that you are kept informed.
- If you supply us with information that may assist in the management of the offender, this will be referred to the relevant prison or community offender services office.
- If you are concerned about potential future contact with an offender if they're about to be released, we may be able to assist. Please contact the Victims Register to discuss.

Who do I contact if I am unsure about any of the information?

Please contact the Victim Support Officer of the Victims Register. The Officer will be able to answer your questions and discuss the registration process with you. The Victim Support Officer can be contacted by:

Phone (02) 8688 6833

Fax (02) 8688 9624

Email victims.support@justice.nsw.gov.au

Mail Victims Register

Victims Support Unit

Level 5, Parramatta Justice Precinct

160 Marsden St,

Parramatta NSW 2150

This information and additional copies of the application form can also be found on the Corrective Services website:

Website www.correctiveservices.justice.nsw.gov.au

Other services for victims of crime

Victim Support Line, Victim Services, Department of Justice

Information and referral available twenty-four hours and seven days a week.

Phone (02) 9374 3000

Freecall 1800 633 063

Restorative Justice

Coordinators, trained and accredited in mediation and Restorative Justice Conferencing, facilitate the exchange of information between the victims of crime and offenders. The aim of Restorative Justice is to give victims of crime a chance to ask questions about the offence and to say how they've been affected.

Phone (02) 8688 6835

Forensic Patients Victims Register, Mental Health Review Tribunal

A register for victims of forensic patients

Phone (02) 8876 6315

Victims Register, Juvenile Justice

A register for victims of juvenile offenders

Phone (02) 9219 9527

Community victim support and advocacy groups

Homicide Victims Support Group

Phone (02) 8833 8400 or 1800 191 777

Enough is Enough

Phone (02) 9542 4029

NSW Victims of Crime Assistance League

Phone (02) 4926 5826

Victims Register Registration Form

Please complete all questions as fully as possible.

Before completing, please ensure you have read and understood the attached Information for victims of crime. The information you provide on this form will be used to assist Corrective Services to provide you with relevant information and will be treated in confidence.

Applicant

Title (*Mr/Mrs/Ms/Miss*)

Family name

Given names

If you have previously been known by another name, please provide details.

Date of birth

(*dd/mm/yyyy*)

Home address

Address for correspondence if different

Telephone numbers

Home

Work

Mobile

Fax

Email

The Register will normally communicate with you in writing. If this is not suitable, would you like an officer to contact you to discuss this further?

Yes

No

Do you require an interpreter?

Yes

▶ *If yes, please indicate language required*

No

▶ *Please continue*

Do you wish to identify yourself as a member of the following groups?

Aboriginal or Torres Strait Islander

Person from a non-English speaking background

Person with a disability

Other

▶ *Please specify*

Relationship to the victim

Are you the direct victim of the offence?

Yes ▶ *If so, please proceed to **Details of offence** section below*

No ▶ *Please continue*

Are you a family representative of the direct victim of the offence?

Yes ▶ *If so, please provide details of the victim of crime and your relationship to that person*

Full name of the victim

Your date of birth (dd/mm/yyyy)

Your relationship to the victim

No ▶ *Please continue*

Note: current legislation allows for only one family representative. Please contact this office if you believe there are special circumstances to warrant more than one family representative.

Details of offence

Please fill out as much information as you can

Name of offender/s

Date of court appearance (dd/mm/yyyy)

Location of court

Nature of offence/s

Either DPP Case #

Or Police Event #

Investigating officer/station

Date of offence (dd/mm/yyyy)

Location of offence

Proof of identity of primary applicant

You need to provide evidence to prove your identity. Please attach a copy of either a current Australian driving licence, a birth certificate or a passport. Please indicate which document you have attached.

Proof of identity

Alternative contact person

Note: You may wish to nominate another contact person who is likely to know your whereabouts, in case Corrective Services is unable to contact you. Detailed information will not be disclosed to this person.

Family name

Given names

Relationship to the victim

Telephone numbers

Home

Work

Mobile

Fax

Email

You will be told

- If an offender is to be considered for a change in security which may result in eligibility for unescorted leave of absence
- If the offender is due for parole consideration
- If the offender is due for release
- If the offender escapes from custody.

You can also be provided with an annual update of the offender's location and classification only, by ticking the below box.

Yes, I would also like an annual update.

Information concerning the collection of personal information

Please read before signing this form. Consider keeping a copy for your records.

Information which you provide will be held on the Victims Register, Restorative Justice Unit, Corrective Services NSW.

The information provided will be treated confidentially and will not be made available to the offender

The information held may also be used by staff of the Restorative Justice Unit to advise you of other victim services provided by Corrective Services.

In some circumstances, the information held may be provided to the NSW State Parole Authority or the Serious Offenders Review Council in order that those agencies may fulfil their obligations towards you as a victim.

Under section 9(1) of the Government Information (Public Access) Act 2009 (GIPA Act), a third-party, including the offender, may apply for access to any information held by Corrective Services. Nevertheless, there is provision under the GIPA Act to deny access to your personal information. Information can be denied if it is in the public interest to do so. The privacy and protection of victims are considered public interest reasons to not release information.

General

Under section 9(1) of the Government Information (Public Access) Act 2009 (GIPA Act), if you make an access application for information held by CSNSW, you have a right to be provided with access to the information unless there is an overriding public interest against disclosure of the information. Under section 8 of the GIPA Act, you may make an informal request for the release of information held by CSNSW.

Under section 15 of the Privacy and Personal Information Protection Act 1998 (PPIP Act), you have the right to request the amendment of personal information about you that is held by CSNSW.

For the full privacy notice, refer to:

http://www.correctiveservices.justice.nsw.gov.au/related-links/information-access-privacy-unit/privacy_notices

Alternatively, you may request a copy of the notice.

You must complete and sign this section:

I,

request that my details be entered onto the Victims Register, operated by Corrective Services NSW, until such time as I notify Corrective Services in writing that I no longer wish to be registered.

I certify that all information that I have provided is true and correct

I give permission for Corrective Services to verify my details via other government agencies

I understand and accept that the information supplied to me through the Victims Register is confidential and I agree not to release this information for the purpose of public dissemination without approval from Corrective Services

I agree not to use any information supplied to me through the Victims Register for any purposes other than those for which it has been supplied to me. In particular, I agree not to use any information supplied to me for any purpose which would cause harm or detriment to any person or agency

I understand that legislation restricts the type of information that may be provided

I understand that provision by me of any personal information is entirely voluntary, but if I choose not to provide my home address, or fail to advise of a change of address, Corrective Services may not be able to provide a complete service to me.

Applicant Signature

Date

(dd/mm/yyyy)

In the event of escape of an offender, I wish to be contacted as soon as possible or during standard business hours.

As soon as possible or during business hours

Please attach supporting documents and send completed form to:

Mail Victims Register
Victims Support Unit
Level 5, Parramatta Justice Precinct
160 Marsden St,
Parramatta NSW 2150

Fax (02) 8688 9624

Email victims.support@justice.nsw.gov.au

If you have any questions about completing this form or the function and role of Corrective Services and the Victims Register please phone the Coordinator on:

Phone (02) 8688 6833