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Justice
Corrective Services

Victims Register

Information guide and registration form

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 maybe confusing. We welcome you to call us to ask questions or discuss any concerns.

Phone (02) 8688 6833

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 or parole (where applicable)
- 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 a victim of an offence for which the adult offender has been sentenced, or
- you are a family representative of such a victim of crime – if the victim of crime is deceased, incapacitated or under 18 years of age.

There are situations in which more than one family representative can be registered. 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 a sentence in respect of the relevant offence, you are still eligible to apply.

Why do checks need to be made that the person is a victim of this offence?

Information about an offender's status is highly confidential. Registrations must be authenticated before approval is granted. Applicants must consent to have their status as victims 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 directly involved in the offence for which the offender is currently sentenced
- A witness or bystander uninjured by the offence
- A member of the family but not the victim of the offence (other than a family representative)
- An unrelated individual interested in following the progress of the offender
- A community representative or group

How often will I 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. However, in exceptional circumstances, we will prioritise registrations.

From then on, you will receive correspondence 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 registered victims of changes in security classification, routine transfers between correctional centres or for medical treatment. A victim may however enquire at any time about the offender's location.

We welcome 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 permitted to be supplied to persons named on the Victims Register is limited by law.
- Given the confidential nature of offender information, you can only receive information on the sentence or aggregate sentences that relate to the specific crime against you (or your relative, in the case of a victim who is a minor, incapacitated or deceased).
- If the offender completes their sentence for the offence against you and subsequently re offends, we cannot provide information relating to their new sentence.
- Not all information about the offender can be released; only certain information, as outlined in this brochure. Information about an offender's medical and psychological history cannot be released.

Important points to note

- It is important to keep your personal information up to date and to let us know of any changes to ensure that you are kept informed.
- If you supply us with information that may assist in the management of the offender, this can be referred to the relevant prison or community offender services office.
- If you are concerned about potential future contact with an offender, we may be able to assist so please contact the Victims Register to discuss.

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

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

Phone (02) 8688 6833

Fax (02) 8688 9624

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

Mail Victims Register, Locked Bag 5111, Parramatta NSW 2124

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

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

Other services for victims of crime

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

Victims Access Line, Victims Services, Department of Justice

Provides information to victims of crime about their rights and how to access counselling and financial assistance. Calls to the Victims Access Line outside business hours will be given options to have the call transferred to other services that can assist.

Phone (02) 8688 5511 or 1800 633 063

Hours 8am to 6pm, Monday to Friday

Forensic Patients Victims Register, Mental Health Review Tribunal

A register for victims of forensic patients.

Phone (02) 9816 5955

Juvenile Justice Victims Register

A register for victims of juvenile offenders

Phone (02) 9219 9400

Witness Assistance Service, Office of the DPP

The Office of the Director of Public Prosecutions have Witness Assistance Officers that can support you through the court process and criminal justice system.

Phone (02) 9285 2502

Community victim support and advocacy groups

Homicide Victims Support Group

Support group for individuals who lose a family member as a result of homicide.

Phone (02) 8833 8400 or 1800 191 777

Enough is Enough Anti Violence Movement Inc

Information, including education programs, support for victims of road trauma and development of cooperative justice.

Phone (02) 9542 4029

NSW Victims of Crime Assistance League Inc (VOCAL)

Support for victims of crime in the Hunter region including road trauma, court preparation support, community education and practical strategies.

Phone (02) 4926 2711

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Registration form

Please complete all questions as fully as possible

Note: 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 NSW to provide you with relevant information and will be treated in the strictest of confidence.

Details of the applicant

Title (Mr/Mrs/Ms/Miss) Surname/family
Given names

Other names the applicant may have been known by:
Given names Surname/family
Date of birth (dd/mm/yyyy)
Address Postcode

Address for correspondence if different
Address Postcode

Contact details 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 ► 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 ► Go to **Details of offence** section below

No ► Please continue

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

Yes ► Provide details of the victim of crime and your relationship to that person

Full name of the victim

Date of birth (dd/mm/yyyy)

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 No. *Or* Police Event No.

Investigating officer/station

Date of offence (dd/mm/yyyy)

Location of offence

Alternative contact person

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

Surname/family Given names

Relationship to victim of crime

Contact details Home Work Mobile

Fax Email

Proof of Identity

Note: As the applicant you are required to provide evidence to prove your identity. Please attach a copy of either a current Australian driving licence, or a birth certificate or a passport. Please indicate which document you have attached.

Proof of identity

Information concerning the collection of personal information

Please read before signing this form. Please 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 provision of personal information for the purposes of the Victims Register is entirely voluntary on the part of the applicant.

Once an application has been made, the information provided will be treated confidentially and will not be made available to the offender.

The information is being collected for the purpose of enabling the Victims Register to advise you:

- 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.

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 NSW.

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 NSW. 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 GIPA Act, if you make an access application for information held by Corrective Services NSW, 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 Corrective Services NSW.

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 our website. 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 NSW 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 NSW 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 NSW
- 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 NSW may not be able to provide a complete service to me

Date (dd/mm/yyyy)

In the event of escape of an offender, I wish to be contacted: *(please tick to indicate your preference)*

As soon as possible or

During business hours

Please attach supporting documents and send completed form to:

Mail Victims Register, Locked Bag 5111, Parramatta NSW 2124

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 NSW and the Victims Register please phone the Coordinator on:

Phone (02) 8688 6833

(August 2016)