



**New South Wales
Department of Corrective Services**

Victims Register

Registration Form & Information Guide

The New South Wales Victims Register
Department of Corrective Services
GPO Box 31
Sydney NSW 2001

Phone No: (02) 8346 1374
Fax No: (02) 8346 1141

restorative.justice@dcs.nsw.gov.au

www.dcs.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 maybe confusing. We welcome you to call us on 8346 1374 to ask questions or discuss any concerns.

Co-ordinator, Victims Register

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.

A victim of an offence may also register when the offender is serving a sentence by way of Periodic Detention or Home Detention or is serving a community based order. Once a victim is registered they will be able to request information as to the term and duration of the order.

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, call 8346 1374

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 can not 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 AM UNSURE ABOUT ANY OF THE INFORMATION?

Please contact the Co-ordinator of the Victims Register. The Co-ordinator will be able to answer your questions and discuss the registration process with you.

The Co-ordinator can be contacted by:

- ♦ telephone on **(02) 8346 1374**
- ♦ fax on **(02) 8346 1141**
- ♦ email at restorative.justice@dcs.nsw.gov.au
- ♦ mail at:

**The NSW Victims Register
Department of Corrective Services
GPO Box 31
Sydney NSW 2001**

This information and additional copies of the application form can also be found on the department's website at www.dcs.nsw.gov.au

OTHER SERVICES FOR VICTIMS OF CRIME

Restorative Justice (02) 8346 1366 or 1050 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.

Victim Support Line, Victims of Crime Bureau, Attorney General's Department of NSW Support, information and referral available twenty four hours and seven days a week.
Phone: (02) 9374 3000
Free call: 1800 633 063
TTY: (02) 9374 3175

Forensic Patients Victims Register, Justice Health (02) 8295 7000

A register for victims of forensic patients

Victims Register, Department of Juvenile Justice (02) 9219 9527

A register for victims of juvenile offenders

Community Victim Support and Advocacy groups

Homicide Victims Support Group (02) 8274 8900 or 1800 191 777

Enough is Enough (02) 9542 4029

NSW Victims of Crime Assistance League (02) 4926 5826

Homicide Survivors Association 0415 619590

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 the Department of Corrective Services to provide you with relevant information and will be treated in the strictest of confidence.

Applicant (please circle)

Mr	Mrs	Ms	Miss
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Date of birth

Family name

Given Names

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

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 / no

If yes, please indicate language required

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

Relationship to the victim

Are you a victim of the offence? yes / no

If so, please proceed to 'Details of offence' section below

Are you a family representative of a victim of the offence? yes / no

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

Full name of the victim

Date of birth

Your relationship to the victim

NB: 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

Location of court

Nature of offence/s

EITHER DPP Case #

OR Police Event #

Investigating officer/station

Date of offence

Location of offence

Alternative contact person

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

Mr Mrs Ms Miss

Family name

Given Names

Relationship to victim of crime

Telephone Numbers

Home

Work

Mobile

Fax

Email

Proof of Identity

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.

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, Department of Corrective Services.

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 this Department.

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 16* of the *Freedom of Information Act 1989*, you have the right to apply to the Department of Corrective Services for access to any document held by it about you, and under *section 14* of the *Privacy and Personal Information Act 1998*, you may request the Department to provide you with access to personal information held by it about you.

Under *section 39* of the *Freedom of Information Act 1989*, you may apply to the Department of Corrective Services to have any document held by it about you amended if you consider that the information contained in the document is incomplete, incorrect, out of date or misleading, and under *section 15* of the *Privacy and Personal Information Protection Act 1998*, you may request the department to amend personal information held by it about you to ensure that the information is accurate, relevant, up to date, complete and not misleading.

Documents containing information of a personal nature, including the information you provide to the Department, are considered 'exempt documents' and are usually protected by the Freedom of Information Act 1989 from disclosure to third parties.

However, under section 31 of the Act, a third party, including the offender, may apply for access to any document held by the Department. If a document containing information about you is requested by a third party, the Act provides you with an opportunity to comment on why this document should be considered an 'exempt document' and why it should not be disclosed. A third party may not access any document or any information, before you have had a chance to comment. Your details cannot be made available to third parties during this process.

It is very important for you to note that under section 25 of the Act the Department has a very strong right of refusal to disclose documents to a third party. It is extremely unlikely that your information will ever be disclosed to the offender.

YOU MUST COMPLETE AND SIGN THIS SECTION:

I, request that my details be entered onto the Victims Register, operated by the NSW Department of Corrective Services, until such time as I notify the Department 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 the Department of 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 the Department
- ♦ 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, the Department of Corrective Services may not be able to provide a complete service to me

Applicant Signature

Date

In the event of escape of an offender, I wish to be contacted as soon as possible or during standard business hours (please circle your preference)

ASAP / Business hours

I would like to receive other information regarding Restorative Justice services

yes / no

Please attach supporting documents and send completed form to:

The NSW Victims Register
Department of Corrective Services
GPO Box 31
Sydney NSW 2001

Fax No: 02 8346 1141
restorative.justice@dcs.nsw.gov.au

If you have any questions about completing this form or the function and role of the Department and the Victims Register please phone the Co-ordinator on (02) 8346 1374