



Communities  
& Justice  
Youth Justice

# Victims Register

Information guide and registration form

Youth Justice Victims Register  
Strategy & Engagement Directorate  
PO Box 368  
Haberfield NSW 2045  
Phone (02) 8688 9139  
[JJvictimsregister@justice.nsw.gov.au](mailto:JJvictimsregister@justice.nsw.gov.au)  
[www.juvenile.justice.nsw.gov.au](http://www.juvenile.justice.nsw.gov.au)

## Information for victims of youth 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 acknowledging your rights as a victim of crime. The information which follows is lengthy and may be confusing. We invite you to contact us to ask questions or discuss any concerns you may have about the guide.

## Victims Register

The charter of Victims Rights provides certain rights for the victims of crime to be kept informed and receive information about the offender involved in the offence. A Victims Register has been set up to allow certain information to be shared with eligible persons about young offenders.

## What kind of information will you be told?

If you are approved on the Victims Register you will be able to access information about the young offender/s including:

- If there is a change to young offender's earliest possible release date
- The general area of residence on discharge from custody
- If the young offender is about to be transferred to a correctional centre or mental health facility
- If the young offender dies while serving a sentence or released on parole
- If the young offender escapes or failure to return from leave and subsequent re-apprehension
- If the young offender receives initial approval to undertake day and overnight leave
- When the young offender becomes eligible for release on parole or when a parole order has been made and the date of release and any conditions placed on the parole order and any subsequent condition changes
- If the young offender's parole has been revoked and they are returned to custody.

## 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 a young offender has been sentenced to a period in custody
- you are a family representative and the victim is deceased or incapacitated, or
- you are a family representative and the victim is under 18 years old and wishes you to be their representative

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 young offender is still serving their sentence, you are eligible to apply.

If the young offender is now in adult custody then you can talk to the Corrective Services Victims Register to continue to receive information about the offender on (02) 8688 9139.

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

Information about a young 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 young offender
- A witness or bystander uninjured by the offence
- An unrelated individual interested in following the progress of the young offender
- A community representative or group

## How often will you receive information on the young offender?

Your single point of contact for updates will be the Victims Register Officer. Once approved as a Registered Victim, you will initially receive information about the young offender's earliest release date. This will usually take up to five working days.

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

We invite you to contact the Victims Register Officer for an update at any stage: **Phone** (02) 8688 9139 or **Email** [JJVictimsRegister@justice.nsw.gov.au](mailto:JJVictimsRegister@justice.nsw.gov.au).

## When will you be informed if the young 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 registration 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 young offender can be provided. Information about the young offender's medical and psychological history cannot be released.
- If the young offender completes their sentence for the offence against you and subsequently re-offends, we cannot provide information relating to their new sentence.
- By law we are also unable to inform you of the location where the young offender is being detained, the actual date of any day leave or overnight leave after notification of approval for leave, the location where leave will be taken, and the actual date of release.

## 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 are concerned about potential future contact with the young offender if they're about to be released, we may be able to assist. Please contact the Victims Register Officer to discuss.

## Who to contact if you are unsure about any of the information?

Please contact the Victims Register Officer if you have any questions or want to discuss the registration process. The Victims Register Officer can be contacted by:

**Phone** (02) 8688 9139

**Email** [JJVictimsRegister@justice.nsw.gov.au](mailto:JJVictimsRegister@justice.nsw.gov.au)

**Mail** PRIVATE AND CONFIDENTIAL

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This information and additional copies of the application form can also be found on the Youth Justice website: [www.juvenile.justice.nsw.gov.au](http://www.juvenile.justice.nsw.gov.au)

## Other services for victims of crime

### **Victim Support Line, Victim Services, Department of Communities and Justice**

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

**Phone** (02) 9374 3000

**Freecall** 1800 633 063

### **Forensic Patients Victims Register, Mental Health Review Tribunal**

A register for victims of forensic patients

**Phone** (02) 8876 6315

### **Victims Register, Corrective Services**

A register for victims of adult offenders

**Phone** (02) 8346 1374

## 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

## How can you provide feedback or make a complaint?

If, as a Registered Victim with Youth Justice NSW you feel that your rights under the *Children (Detention Centres) Act 1987* and the Charter of Victims Rights have not been respected, you are encouraged to provide feedback or make a complaint.

### **Step 1:**

You may want to first raise your concerns with the Victims Register Officer.

### **Step 2:**

If you are not happy with what is done about your concerns or if your complaint is about the Victims Register Officer, you may want to contact the Director, Strategy and Engagement at Candice.Neilson@justice.nsw.gov.au

### **Step 3:**

If you are still not happy about the action taken to address your complaint, you can write to the Executive Director, Youth Justice NSW at Paul.O'Reilly@justice.nsw.gov.au.

### **Step 4:**

If you are still not happy or don't feel comfortable to make a complaint directly to Youth Justice NSW you can contact the following people:

## **The Minister for Families, Communities and Disability Services**

The Honourable MP is the NSW Government Minister responsible for Youth Justice NSW. Your complaint to the Minister must be in writing.

The Hon. Natasha Maclaren-Jones MLC  
GPO Box 5341  
SYDNEY NSW 2001

## **Victims Services**

If you consider that Youth Justice NSW has not abided by its obligations under the Charter of Victims Rights, you can make a complaint to Victims Services. Victim Services has the responsibility to take all necessary action to resolve the matter on your behalf.

## **Privacy Complaints**

If you consider that Youth Justice NSW has breached with your privacy rights, you may seek a privacy internal review within our Department at infoandprivacy@justice.nsw.gov.au.

# 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 youth crime*. The information you provide on this form will be used to assist Youth Justice NSW 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

.....

Home ..... Work .....

Mobile ..... Fax .....

Email .....

The Victims Register Officer will normally communicate with you in writing. If this is not suitable, would you like the 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*

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.

## Victim's consent for representative

If you are NOT the person against who the criminal act was committed, please have the victim complete the below section to give consent for you to receive information on their behalf. (Please note that Youth Justice may require evidence as proof of any relationship through which a person claims to be the victim of an offender).

I.....agree that I consent to ..... being  
(victim name) (victim representative's name)

my representative on the Victims Register and to receive information about the young offender on my behalf and for Youth Justice to collect personal information about me to my victim representative.

I would also like / do not want the information sent to me separately via email at .....

.....

Please contact the Victims Register Officer if you believe there are special circumstances to warrant more than one family representative. Such as both the under 18 year old victim wants to receive information as well as the family representative. [Phone \(02\) 8688 9139](tel:0286889139)



## Details of offence

Please fill out as much information as you can

Name of young 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 indicate which document you have attached a copy of below.

### Proof of identity

Australian driving licence

Birth certificate

Passport

## Alternative contact person

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

Family name .....

Given names .....

Relationship to the victim .....

Home .....

Mobile ..... Work .....

Email .....

## The collection of personal information

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

Information provided in this form will be collected by Youth Justice NSW and held by the Department of Communities and Justice for the purposes of providing information to victims of juvenile offenders under the Victims Register. The information collected from you will be subject to information and privacy laws, including the Government Information (Public Access) Act 2009 (GIPA Act), and the Privacy and Personal Information Protection Act 1998 (PPIP Act).

The information will be accessed by a limited number of Youth Justice NSW employees for the purposes for which the information was collected, unless:

- a) you (the individual to whom the information relates), have consented to the use of the information for that other purpose, or
- b) the other purpose for which the information is used is directly related to the purpose for which the information was collected, or
- c) the use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to your life or health or the life and health of another person.

In some circumstances, the information held may be provided to the Children's Court in its jurisdiction as a Parole Board, or to the Serious Young Offenders Review Panel in order for those agencies to fulfil their obligations towards you as a victim.

Under the GIPA Act, a person, including the young offender may seek to apply for information held by Youth Justice NSW. When an application is made, the Department will consider the public interest considerations in favour and against the release of the information, and any excluded information and secrecy provisions that may apply. Information relating to some of the functions of the Commissioner of Victims Rights are excluded under Schedule 1 of the GIPA Act. Each access application will be considered on a case by case basis.

**You must complete and sign this section:**

I, ..... (full name)

request that my details be entered onto the Victims Register, operated by Youth Justice NSW, until such time as I notify Youth Justice NSW in writing that I no longer wish to be registered or the offender completes his or her sentence.

- I certify that all information that I have provided is true and correct.
- I give permission for Youth Justice 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 Youth Justice 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.
- 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, Youth Justice 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 business hours

Please attach supporting documents and send completed form to:

[Email JJVictimsRegister@justice.nsw.gov.au](mailto:JJVictimsRegister@justice.nsw.gov.au)

[Mail PRIVATE AND CONFIDENTIAL](#)

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If you have any questions about completing this form or the function and role of Youth Justice and the Victims Register please phone the Victim Support Officer:

[Phone \(02\) 8688 9139](tel:(02)86889139)