

# Victims Registers Procedure

## Essential Summary:

### Audience

- Victims Register Officer (VRO)
- Director, Strategy & Engagement
- Manager, Strategic Projects
- SYORP Project Officer
- Director, Custodial Operations
- Centre Manager
- Assistant Manager Custody

### When to use this procedure:

Use this procedure when communicating with a victim or between the Victims Register Officer and Centre Manager regarding a young person who has a Registered Victim.

Printed or saved copies of this document may not be up to date.

[Redacted]

[Redacted]

#### DOCUMENT DETAILS

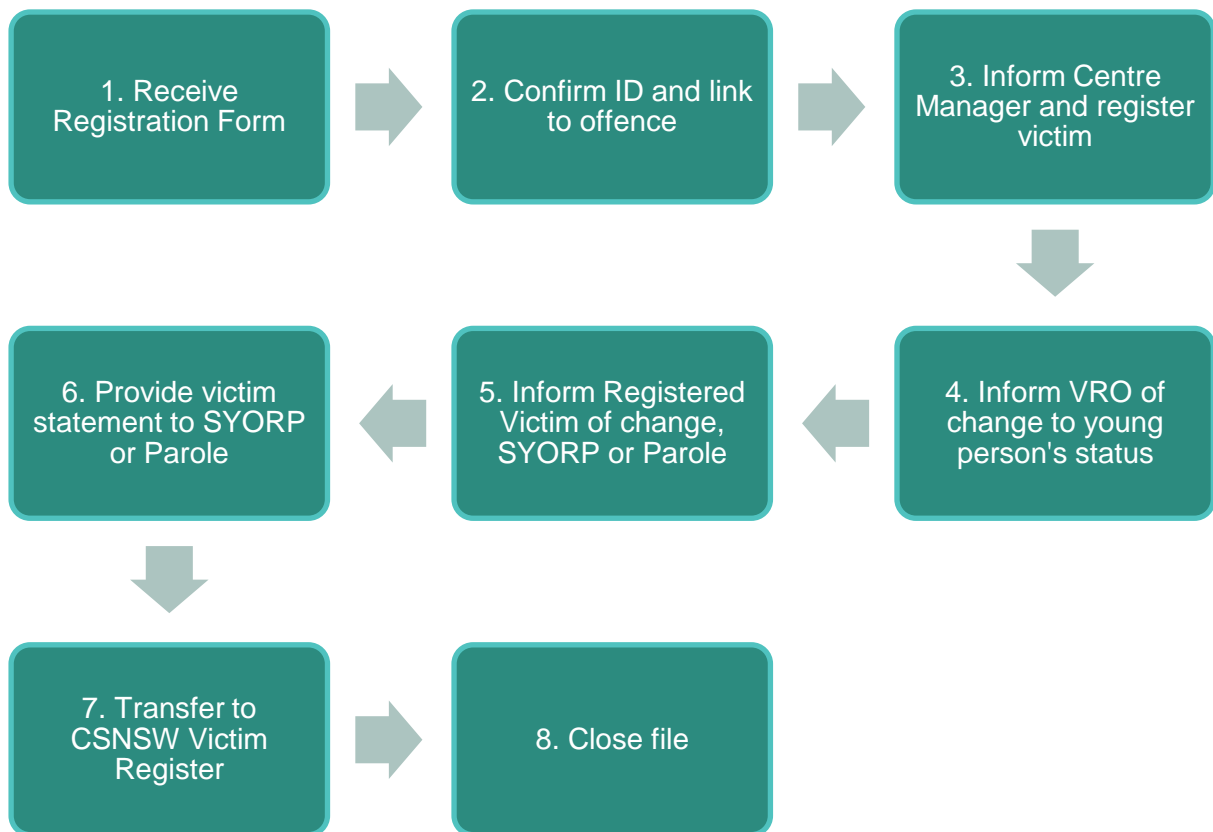
Version: 0.2  
Policy Reference: [Redacted]  
Maintained by: Strategic Projects Unit  
Status: Approved  
Document Reference: [Redacted]  
Ensure that this document is the latest version to use

# 1 Purpose

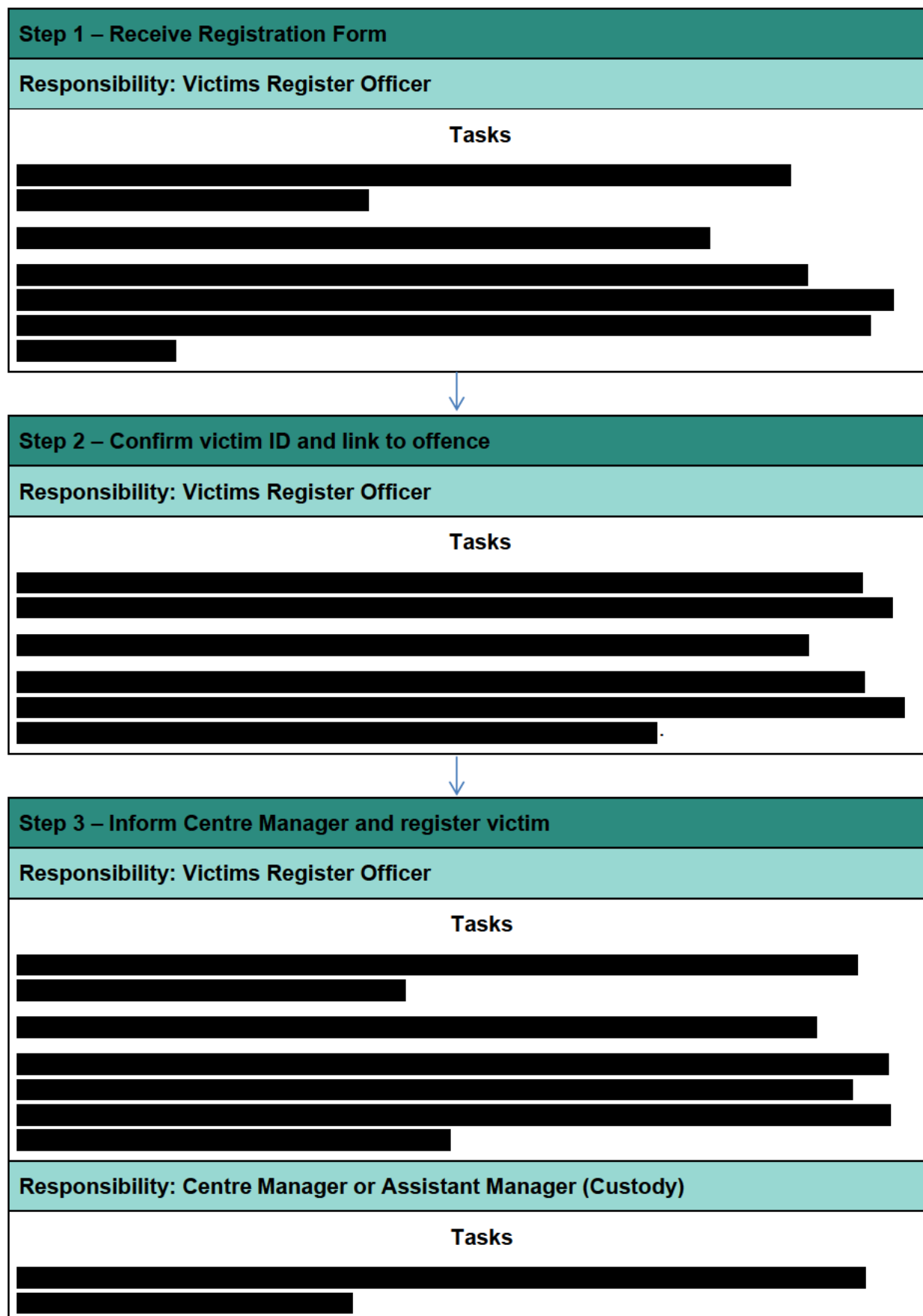
The purpose of this procedure is to provide steps for registering a victim, and outlining the communication processes between the victim, the Victims Register Officer, the SYORP Project Officer and the Centre Manager or Assistant Manager (Custody).

The procedure assists Youth Justice NSW to comply with the requirements of the *Children (Detentions Centre) Act 1987* in relation to the administration of the Victims Register.

# 2 Process Map



### 3 Procedural Steps





**Responsibility: Victims Register Officer (Director, SED for out-of-hours immediate responses)**

**Tasks**

[Redacted task list]



**Step 5 – Inform victim of status change and/or opportunity to write to SYORP or Parole submission**

**Responsibility: Victims Register Officer (Director, SED for out-of-hours immediate responses)**

**Tasks**

Notify the Registered Victim by phone of the following changes to a young person's status within the required timeframes. Follow up with a written notification.

**Immediately or at least within 24 hours following receiving notification of:**

- SYORP of a decision about leave
- an escape/failure to return
- apprehension of a young person back to custody
- receiving notification of a change in classification to B2 or B3 for young people (not serious young offenders)
- parole decision

**Within 5 working days of:**

- a change to earliest possible release date
- the death of the young person
- an appeal being actioned
- the young person returning to custody on parole revocation for same offence
- the transfer of the young person to adult custody/community parole, or a mental health facility permanently from Youth Justice
- impending release on conditional discharge and the general geographical area of release

**Within 10 working days prior to:**

- submission of a Parole Jurisdiction Report to Children's Court to release date
- of a young person returning to custody for parole revocation

**At least 4 weeks prior to:** SYORP meeting to inform the Registered Victim of ability to provide submission.

Record that the Registered Victim was informed over the phone in the Registered Victim's folder on EDRMS and file a copy of the follow up letter.

The written notice to the Registered Victim about making a statement to SYORP or the Parole Board must include:

- the matter being notified
- that they may make a submission to the Children’s Court or SYORP
- the form that a submission may take and when the submission is due
- that the Children’s Court or SYORP (as relevant) will consider the submission made



**Step 6 – Provide victim statement to SYORP or Parole**

**Responsibility: Victims Register Officer**

**Tasks**

Send an email/letter confirming the receipt of the statement from the Victim.

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

**Responsibility: SYORP Project Officer**

**Tasks**

- Present statement to SYORP at SYORP meeting. [Redacted]
- [Redacted]
  - [Redacted]
  - [Redacted]
  - [Redacted]



**Step 7 – Transfer to Corrective Services Victims Register (where appropriate)**

**Responsibility: Victims Register Officer**

**Tasks**

When notifying the Registered Victim that the young person will be transferred to the adultcorrectional system, advise the Registered Victim that:

- [Redacted]
- [Redacted]
- [Redacted]

[Redacted text block containing several paragraphs and bulleted lists of information.]



**Step 8 – Close File**

**Responsibility: Victims Register Officer**

**Tasks**

- [Redacted task item]
- [Redacted task item]
- [Redacted task item]
- [Redacted task item]
- [Redacted task item]
- [Redacted task item]
- [Redacted task item]

**Responsibility: Centre Manager or Assistant Manager (Custody)**

**Tasks**

- [Redacted task item]
- [Redacted task item]
- [Redacted task item]

## 4 Approvals Table (if required)

Task/item requiring approval	Approval Level
Notification of changes to young person status	Assistant Manager (Custody) or Centre Manager
Notification to the Registered Victim	Victim Register Officer, Manager, Strategic Projects, or Director, Strategy & Engagement

## 5 Legislation:

This procedure is supported by the following legislation:

- *Children (Detention Centres) Act 1987*
- *Privacy and Personal Information Act 1998*
- *Victims Rights and Support Act 2013*

## 6 Supporting documents:

This procedure is supported by the following documents:

### 6.1 Related policies

- *Victims Register Policy*
- *Serious Young Offenders Review Panel Policy*

### 6.2 Related procedures

- *Serious Young Offenders Review Panel Procedure*

■ [Redacted]

■ [Redacted]

### 6.4 Resources

- [Redacted]
- [Redacted]
- [Redacted]



## 7 Document Information

---

<b>Title:</b>	Victims Register Procedure
<b>Business Centre:</b>	Strategy and Engagement Directorate
<b>Author:</b>	Senior Policy & Projects Officer
<b>Approver:</b>	Director, Strategy and Engagement
<b>Date of Effect:</b>	2022
<b>Next Review Date:</b>	2024
<b>File Reference:</b>	D22/ 09914
<b>Publication Access:</b>	(Approved for public information OR Restricted from public access due to security concern)
<b>Key Words:</b>	victim, charter of victims rights, victim register, registered victim

---

## 8 Document History

---

<b>Version</b>	<b>Date</b>	<b>Reason for Amendment</b>
0.1	15/2/2022	Corrective Service NSW implemented a new online process and form, titled <i>Victims Register Online Application Form</i> .  This new form replaced the <i>Transfer to Corrective Services Victims Register Form</i> and <i>Victims Register Information Guide and Registration Form</i> .
0.1	15/6/2020	New procedure

---