

{Full name of victim}  
{Street number and name}  
{Suburb / STATE / postcode}

Dear {Mr/Mrs/Ms} {victim's last name},

Following our telephone conversation, I am writing to inform you an inquiry is being held in relation to an application for parole by {offender's full name}.

The offender's non parole period expired on {date}. The Board will further consider this application at an inquiry on {date of inquiry}.

Should there be any issues, concerns, or sensitivities with regards to the date of the inquiry/hearing, please advise the Victim Liaison Officer as soon as possible and also provide the reasons for any request to change the date. Reschedule requests received will be provided to the Board for their consideration and decision.

When making a recommendation about an offender's suitability for release on parole, the Board must take into consideration a number of matters. This includes the likely effect an offender's release on parole would have on the victim or the victim's family, and any views expressed by or on behalf of the victim's family, should the offender be released.

In order for the Board to take into account your views, you are invited to make a submission. The submission may be made in writing or you may request a time to attend a SAB meeting in the absence of the offender, to make an oral submission. Submissions can include any concerns held by you about the offender, any need to be protected from violence or harassment by the offender and any parole conditions that you would like to see included on the order.

You may ask the Board to keep your submission or evidence 'in-confidence'. This means your submission or evidence will be kept confidential to the Board and not disclosed to the offender or any of the parties in the matter. However, it is important to be aware that in some circumstances the law may require the Board to disclose part or all of the content of your submission or evidence to the offender and other parties. Depending on the circumstances you may not be given prior notice of this disclosure and also you may not be able to withdraw your submission or evidence.

If you want to disclose your submission to the offender or if your submission was to be disclosed in a legal circumstance, your contact details would not be released.

Section 123 of the *Crimes (Sentence Administration) Act 2005* allows for some information about an offender to be released to a registered victim for the purposes of writing a submission.

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**ACT Corrective Services**

GPO Box 158 Canberra ACT 2601

Telephone (02) 6207 0888 | Facsimile (02) 6207 0844 | Website <http://www.act.gov.au/>

Information that may be provided relates to the type of programs the offender has participated in and the general conduct of the offender while in custody.

If a submission is made, the Board will take the information into account when reaching its decision on granting an offender parole. I have included for you some information about the process of writing a submission.

You can also contact me at any point during the offender's sentence or if you would like to be removed from the Victims Register on 6207 0836 or at [victims.register@act.gov.au](mailto:victims.register@act.gov.au)

Yours sincerely,



Victim Liaison Officer

3 January 2023

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