Queensland Corrective Services

**Queensland Corrective Services Victims Register**

**Making a submission to the Parole Board Queensland**

**Who can make a submission to the Parole Board Queensland?**

If a prisoner lodges an application for parole, other than exceptional circumstances parole, a letter will be sent to the eligible person on the Queensland Corrective Services (QCS) Victims Register advising them that they may make a written submission to the Parole Board Queensland.

## I am registered with the QCS Victims Register. How do I make a submission to the Parole Board Queensland?

You have 21-days from the receipt of the letter from the QCS Victims Register within which to make a submission to the Parole Board Queensland.

The best way to make a submission is by using the attached form. By using this form, you will ensure that the Parole Board Queensland is provided with information that it will find useful when considering a prisoner’s application for parole.

You may ask for an extension of time to provide a Submission by written request to the QCS Victims Register. A written request for an extension is to be forwarded 21-days from the date of receipt of the letter. The Victims Register will forward the request to the Parole Board Queensland for determination.

As your registration is confidential a written request need not include any personal details (such as your name, address or date of birth) and include only your QCS Victims Register reference number.

**What information do I provide on the attached form?**

The form that has been provided asks these questions:

***Do you have concerns about the prisoner residing in an area close to your place of residence if granted parole?***

Your answer to this question will assist the Parole Board Queensland to determine whether the place of residence proposed by the prisoner is suitable. If you tell the Parole Board Queensland that you do have concerns about the prisoner residing in an area close to your place of residence, you will need to provide specific details about your issues of concern.

***Would you like to suggest any terms or conditions that you believe should be placed on the prisoner’s parole order if they are granted parole?***

Your answer to this question will assist the Parole Board Queensland to decide whether particular conditions should be placed on a prisoner’s parole order, if a prisoner is granted parole. If you would like to suggest terms or conditions to which a prisoner should be subject while on parole, you should try and be as specific as possible.

A standard condition of a parole order is to “carry out the chief executive’s lawful instructions“. You are able to suggest additional conditions for the Board to consider. This may include for example: “have no direct or indirect contact with a victim”. If you choose to suggest an additional condition please detail reasons for your recommendation.

***Do you have information that you believe may not already be available to the Parole Board Queensland and may assist the Board when considering the prisoner’s application for parole?***

Information that is already available to the Parole Board Queensland includes details about the crimes committed by the prisoner, the Judge’s sentencing remarks, reports about the prisoner’s conduct in the community if the prisoner has been on parole before and details about the prisoner’s time in prison.

Additional information may include issues or incidents that relate to the prisoner that have occurred since the charge or conviction.

If you believe you have further information that will assist the Parole Board Queensland, you will need to provide specific details.

## How much weight will the Parole Board Queensland place on my submission?

Your submission will form a part of a large amount of information taken into account by the Parole Board Queensland when considering a parole application.

## Do I need to provide my contact details to the Parole Board Queensland?

No, however for your submission to be considered you must include your Victims Register reference number and date your submission.

## Will my submission remain confidential?

Your submission will be read only by the members of the Parole Board Queensland. You may contact the Victims Register at any time and provide a written request that your Submission to the Parole Board Queensland be destroyed.

This submission form is provided in accordance with Section 188 of the *Corrective Services Act 2006.* The information you provide in this form is collected for the following purpose:

* to enable the Parole Board Queensland to discharge its legislative, accountability and administrative function.

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For the Board to rely upon your submission in its decision making regarding the prisoner’s application for parole, it may be necessary to advise the prisoner that amongst the documents considered to make their decision, was a submission from a third party. To protect your personal privacy, the Board will not identify you or the contents of your submission to the extent it can be lawfully refused.

The information you provide in the submission will be stored securely at the Parole Board Queensland.

The prisoner will not normally be provided with a copy of your submission by the Parole Board Queensland.

However, the prisoner may be able to ask that the decision made by the Parole Board Queensland is reviewed before the Supreme Court under the *Judicial Review Act 1991.* If this happens, the Board will seek to ensure that your submission is not disclosed as a part of this process to the extent it can be lawfully refused.

A prisoner may also make an application under the *Right to Information Act 2009.* This Act provides right of access to government information unless on balance it is contrary to public interest.

## If you have any queries about completing the attached form, please contact the Victims Register on 1800 098 098.

# Submission to the Parole Board Queensland

DJAG 14/5308

Section 188 *Corrective Services Act 2006*

Please note that the Board will only be able to consider your submission if you have provided your QCS Victims Register reference number on this form.

#### Your details (you are the registered person)

|  |  |  |
| --- | --- | --- |
| Victim Register reference number only (please note this is essential): | |  |
| You are (please tick one) | | * The actual victim of an offence * The parent or guardian of a victim who is under 18 years or who has a legal incapacity * An immediate family member of a deceased victim * A person who has a documented history of violence by the prisoner * Another person whose safety may be expected to be endangered because of a connection with the prisoner and the offence * A person who has a documented history of domestic violence committed against them by the prisoner | |

1. **Name of prisoner**

|  |  |
| --- | --- |
| Given Name/s |  |
| Surname |  |
| Date of Birth (if known) | DD / MM / YYYY |

**3. Submissions to the Parole Board Queensland**

|  |  |
| --- | --- |
| Have you submitted a previous submission to the Parole Board Queensland? | ⬜ Yes ⬜ No |
| If so, do you want the previous submission to be considered by the Parole Board Queensland? | ⬜ Yes ⬜ No |
| Has there been any changes to your circumstances since completing the previous submission to the Parole Board Queensland that may be beneficial for the Parole Board Queensland to note (eg: a change in location) | ⬜ Yes ⬜ No |
| *If yes, please provide details* | |

**4. Registered person’s views about releasing prisoner to parole**

|  |  |
| --- | --- |
| Do you have concerns about the prisoner residing in an area close to your place of residence if granted parole? | ⬜ Yes ⬜ No |
| *If yes, please tell the Board the specific area (suburb/location) that you have concerns about* | |

|  |  |
| --- | --- |
| Would you like to suggest any terms or conditions that you believe should be placed on the prisoner’s parole order if they are granted parole? | ⬜ Yes ⬜ No |
| *If yes, please tell the Board what terms or conditions you think should be placed on the prisoner’s parole order* | |

|  |  |
| --- | --- |
| Do you have information that you believe may not already be available to the Board which may assist the Board when considering the prisoner’s application for parole? | ⬜ Yes ⬜ No |
| *If yes, please provide details* | |
| **Please attach a separate sheet if you require more space for any of these questions.** | |
| Are you aware of any court orders, which may be in effect, when this prisoner is released on parole eg. Family Court Order, Child Safety Order, Domestic Violence Order, Protection Order? | ⬜ Yes ⬜ No |
| *If yes, please provide details* | |

**Declaration**

|  |  |
| --- | --- |
| * I have read and understood the information provided to me about making a submission to the Parole Board Queensland and I wish to have my submission placed on file and considered by the Board. * I wish the contents of my submission to remain confidential. * I wish to be consulted if my submission is subject to an application under the *Right to Information Act 2009* or *Judicial Review Act 1991* | |
| Victims Register reference number only : |  |
| Date |  |

Please forward this submission to QCS Victims Register at:

**Email:** victims.register@corrections.qld.gov.au

**Mail:** QCS Victims Register GPO Box 1054

Brisbane Qld 4001

**Phone:** 1800 098 098

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* to enable the Parole Board Queensland to discharge its legislative, accountability and administrative function.

For the Board to rely upon your submission it may be necessary to advise the prisoner that amongst the documents considered to make their decision, was a submission. To protect your personal privacy, the Board will not identify you or the contents of your submission to the extent it can be lawfully refused.

The information you provide in this submission will be stored securely at the Parole Board Queensland.

#### Please submit original. Do not copy

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| --- | --- | --- |
| **Queensland Corrective Services** | [www.correctiveservices.qld.gov.au](http://www.correctiveservices.qld.gov.au/) |  |