



# Victims Register

Making a submission to the Parole Board Queensland



When a prisoner you are registered against has applied for parole, you have the right, under s188 of the *Corrective Services Act 2006*, to make a submission to the Parole Board Queensland (the Parole Board). The Parole Board will decide whether the prisoner will be released on parole and, if released, what rules they have to follow.

You may hear reference to the term 'eligible person'. This is the term used in the *Corrective Services Act 2006* to refer to people on the Victims Register.

The information below will help answer questions you might have about making a submission.

Providing this information may be stressful and re-traumatising for you and those close to you. If you would like support, please consider contacting a support service in your area. You can find contact details for these services through the links below or by contacting the Victims Register team on 1800 098 098.

- [Find a support service](#)
- [Support through the justice system](#)



## How do I make a submission?

You will be given the *Submission to the Parole Board Queensland* form to give important information to the Parole Board. You can also make a submission in other written styles, such as personal letters and medical documents.

If you are unable to write your submission for any reason, please contact the Victims Register on 1800 098 098 as early as possible to discuss your options.

## How long do I have to make a submission?

You have 21 days after the Victims Register team contacts you to complete your submission, but you may ask for more time if you need.

## Do I have to make a submission?

It is your choice if you want to make a submission or not. You may want to talk with a counsellor, support service or other trusted person about this decision. If you choose not to make a submission, that is okay. You will still receive information about the prisoner and their parole application, including what the Parole Board decides.



## Do I need to provide evidence or go to court?

No. The Victims Register will give the Parole Board a copy of your submission. The Parole Board will consider your submission and other information when making a decision whether to release the prisoner on parole.

## What information do I provide?

### Victim Impact Statements

The Parole Board do not have a copy of any Victim Impact Statements you might have made when the prisoner was sentenced. If you would like the Parole Board to seek a copy of this from the court, you can agree to this.

## Safety concerns

You can tell the Parole Board if you have any concerns about the prisoner living close to you, visiting certain areas or having contact with you. This information helps the Parole Board decide if the address where the prisoner wants to live is suitable and what conditions to put on the prisoner's parole order if they are granted parole.

It's helpful for you to provide specific details about your concerns. If there are risks to you and you do not want the prisoner to know the suburb you live in, you may request the prisoner to not reside in your local council area. For example, if you live in Mount Gravatt (Brisbane, Queensland) with your family, you can ask the Parole Board to consider not allowing the prisoner to enter the suburb of Mount Gravatt.

The prisoner will be given a copy of the conditions set by the Parole Board on their parole order. It is important for you to tell the Parole Board if the areas and names you give can safely be put on the parole order. If the prisoner already knows where you live and there are no risks to you, provide the name of the suburb and your consent for it to be listed on the order.

## Conditions of parole

If there are any conditions you think should be included on the prisoner's parole order, you can provide the Parole Board this information. For example, you may feel the prisoner would benefit from treatment programs for substance abuse or domestic and family violence.

You can find information about different types of parole conditions at [pbq.qld.gov.au](http://pbq.qld.gov.au)

## Other information

The Parole Board will already have access to information about the prisoner, including details about the crimes committed by the prisoner, the Judge's sentencing remarks, reports about the prisoner's behaviour in custody and, if they have been on parole before, how they behaved in the community.

If you have other information you believe will assist the Parole Board, please provide specific details. This may include issues or incidents that have happened since the prisoner was sentenced.

## How will my submission be used?

The information you provide will help the Parole Board meet its responsibility under the law to decide the prisoners parole application. Your submission helps the Parole Board to understand the ongoing effects of the prisoner's behaviour and provides them with important information about your safety concerns if the prisoner is released.

## Will the prisoner find out I made a submission?

Your submission will be treated confidentially and will not be released to the prisoner. It will be stored securely by the Parole Board and the Victims Register. Information in the submission may also be used by Queensland Corrective Services for intelligence recording purposes.

If you change your mind about the submission, you may contact the Victims Register at any time to talk about your options.

## Completing the form

If you have any questions about making a submission or are unable to complete the form, please contact the Victims Register on 1800 098 098. Forward your completed submission to the Victims Register via:

- **Email:** [victims.register@corrections.qld.gov.au](mailto:victims.register@corrections.qld.gov.au)
- **Mail:** QCS Victims Register  
GPO Box 1054, Brisbane Qld 4001

