

Government-funded organisation reports

Guide

Victims who have disclosed an offence or an act of violence or an act of modern slavery to certain organisations may provide a report from that organisation to support their application for financial assistance or recognition payment. The report must be capable of supporting the applicant's claim to be a victim of an act of violence or modern slavery. This information sheet and form has been developed for organisations to assist with the effective and efficient delivery of reports of disclosure under the *Victims Rights and Support Act 2013* ("the Act").

Which organisations can provide reports?

The Act does not specify which specific organisations may provide reports but does require that the organisation be funded by the NSW or Federal government to provide welfare, health, counselling or legal assistance services to victims of crime.

The *Government-funded organisation report form* (overleaf) requires that you or your organisation disclose details of funding received to enable assessment of whether your organisation's report can assist to progress the applicant's claim.

What should the report cover?

The report must be sufficient to support, on the balance of probability, the applicant's claim to be a victim of an act violence or an act of modern slavery. Your report should be objectively written. The strength of the report can vary depending on factors such as:

- (1) The type of service that your organisation is funded to provide;
- (2) The context of the disclosure – that is, the circumstances surrounding a victim's disclosure to your organisation;
- (3) Details and specificity of disclosure;
- (4) Whether the victim has an ongoing relationship with your organisation, and whether the victim disclosed the act of violence multiple times.

Can the cost of providing a report be reimbursed?

No. There is no provision in the Act for the reimbursement or payment of costs for your completing a *Government-funded organisation report form* outside of the funding you already receive for providing support services to victims of crime.

Do I / does my organisation have to complete the report?

The applicant has nominated you or your organisation as someone they disclosed an offence to. They have also authorised Victims Services to obtain reports from your organisation. In the absence of a police or other government agency report, your report will be the only report available to substantiate that they were the victim of crime.

Government-funded organisation reports Form

Application details

1. Applicant's name
2. VS application number
3. Applicant's date of birth *(dd/mm/yyyy)*
4. Date offence occurred *(dd/mm/yyyy)*
5. Description of offence disclosed

Details of organisation

Note: Your organisation has been nominated as one to whom an offence has been disclosed by the above named applicant.

6. Does your organisation hold any record of the above named applicant?

Yes ▶ *Continue to question 7 below*

No ▶ *(Please submit the form by returning it to Victims Services as detailed below)*

7. This form is being completed by a:

- Welfare service
- Health service
- Counselling service
- Legal assistance service
- Other support service

8. Name of organisation

9. Details of funding received from the NSW / Federal Government *(name of funding/grant package, purpose of funding etc)*

10. Name and position of person completing this form?

11. Date offence reported/disclosed to you or your organisation

(dd/mm/yyyy)

12. When did the applicant first engage with your organisation?

Details of organisation, cont

13. Is the applicant a current client/when did the applicant last engage with your organisation?.

14. Can you briefly summarise what this applicant reported to your organisation in relation to this offence? Please attach a full report including those details outlined under "What should the report cover?" from the *Government-funded organisation report guide*.

Notes:

1. The information you provide in your report may be provided to the applicant or to third parties in accordance with Victims Services' Confidentiality Policy, NSW privacy laws, or where otherwise legally required.
2. It is an offence to provide the Commissioner of Victims Rights information that is false or misleading.
3. By submitting this report to Victims Services you agree that its content is correct to the best of your knowledge.

Submitting this form

Post to: The Commissioner of Victims Rights, Victims Services, Locked Bag 5118, Parramatta NSW 2124

Email to: vs@dcj.nsw.gov.au