Purpose

This form can be used to provide further information in relation to the circumstances surrounding a conviction or finding of guilt, declared in questions 1 and 3 in the application for registration under the Working with Vulnerable People (Background Checking) Act 2011 (the Act).

Essentially, this form can be used to put forward your side of the event, as authorised by section 29(j) of the Act.

You are not obligated to provide any further information; however, if you choose not to provide the requested information, the Commissioner for Fair Trading (the Commissioner) may refuse to consider the application further, in accordance with section 19(2) of the Act. In this circumstance, if a decision is able to be made, it may not be the most favourable outcome as the decision will have been based on incomplete information.

You may provide any third-party document (as identified on page 2) in support of your application. Supporting information can be provided at any time during the risk assessment process.

It is in your best interests to provide as much information as possible to ensure the Commissioner has sufficient information on which to base the decision.

If you are not comfortable, not confident or unwilling to complete the Part B form, you may nominate on the application form (Part A, page 6) that you wish for an Access Canberra officer to contact you. They will then arrange a time to meet with you so that you may provide the required information in person.

Where there is insufficient space on the form, complete on a separate blank page and attach to this form.

What You Should Provide

The Act and Risk Assessment Guidelines (the Guidelines) set out the minimum factors that the Commissioner must consider in doing a risk assessment on an application for registration. Refer to the Guidelines for further detail on how the risk assessment is conducted.

In accordance with the requirements of the Act, you are requested to provide information on the following matters in this Part:

- The nature, gravity and circumstances of the offence
- Your age and the age of the victim at the time of the offence
- Your attitude to the offence
- Any assessment made following completion of a program of treatment or intervention
- Any change in circumstances since the offence

However, you may provide information about any other matter referred to in section 29, 30 or 31 of the Act if you believe it will support your application for registration.

Further guidance is provided on pages 2 and 3 on the type of information that may be relevant to the Commissioner’s considerations of the offence.

Where possible, it is requested that you provide supporting evidence of information provided in your submission.

Lodgement

Lodgement and Contact Information

Email: wwp@act.gov.au
Post: Access Canberra
Working with Vulnerable People Background Screening Unit
GPO Box 158
Canberra ACT 2601

In Person: Pleas visit www.act.gov.au/accessCBR
Or call 132281 to find an Access Canberra Shopfront.
### EVIDENCE

**SUPPORTING EVIDENCE**

(Information supported by evidence is given greater weight)

- Personal and/or professional references
- Professional assessment/report or treatment plan (must be relevant to the offence or current circumstances and from a qualified professional or Government Agency)
- Enrolment in, or graduation from, a treatment program
- Other (please specify) ....................................................................................................................................................................

### PERSONAL DETAILS - Use BLOCK LETTERS

<table>
<thead>
<tr>
<th>Last Name</th>
<th>[ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Given Names</td>
<td>[ ]</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>[ ] / [ ] / [ ]</td>
</tr>
</tbody>
</table>

**Offence/s to which the information relates to:**

**Nature, gravity and circumstances of offence (s 29 (a))** - You can refer to any attached supporting evidence

In your words, describe what happened in the lead up to, during and after the offence. Were there any internal/personal (e.g. psychological or emotional) or external (e.g. social or intoxication) factors relevant to the circumstances of the offence?
<table>
<thead>
<tr>
<th><strong>Attitude to the offence (s 29 (f))</strong></th>
<th>Describe how you felt after the offence and how you currently feel about the offence.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Treatment or intervention for the offence (s 29(g))</strong> (Please provide supporting evidence where available &amp; if supporting evidence is not available please state the reason/s why)</td>
<td>Describe any program of treatment, rehabilitation or intervention undertaken as a result of the offence, and outcome of any assessment conducted after?</td>
</tr>
<tr>
<td><strong>Change in circumstances since the offence (s 29(e))</strong></td>
<td>Describe any changes in internal or external factors (e.g. personal and/or family situation, education, employment, lifestyle) that have occurred since the offence that you believe mean you will not commit the offence again.</td>
</tr>
<tr>
<td><strong>Further considerations</strong></td>
<td>Provide details about any other consideration you believe is relevant to the Commissioner deciding your application. This may include specific skills or experiences you have that are directly relevant to the regulated activity or that you have an employer who is aware of your criminal history and is willing to support your application.</td>
</tr>
</tbody>
</table>