

Template support letter - Fines special circumstances

Last reviewed: 12.04.2023

[Date]

Fines Victoria
GPO Box 1916
Melbourne VIC 3001

To Whom it May Concern

[Client name] – Letter of support

Background

I am [your role] at [organisation] and I have been working with [client] for [time frame].

[Insert overview of your organisation]

In my role, I support [client] to [insert the support you provide to the client].

(if relevant) I also understand that [client] is getting assistance from [organisation] for [support].

Client's circumstances

During the period I have worked with [client], [client] was experiencing [homelessness, an intellectual disability, mental ill-health issues, substance dependence, and/or family violence], from [date] to [date] (i.e. at the time of the infringements).

(if relevant) [client] was experiencing homelessness, including [types of homelessness], which contributed to [client] having a significantly reduced capacity to control that conduct, particularly [include why homelessness contributed to the offences. For example, receiving parking fines when they were sleeping in the car or accessing crisis accommodation].

(if relevant) [client] also experiences [mental ill-health and/or an intellectual disability] which impacted their conduct from [date] to [date]. [Include information about the client's mental ill-health and/or intellectual disability, and how it contributed to the client having a significantly reduced capacity to understand the conduct constituted an offence, or control conduct that constituted an offence. For example, if your client has an acquired brain injury which impacts their memory, and they forget their myki or to touch on when using public transport].

(if relevant) [client] has also experienced issues with substance dependence, during the period of [date] to [date]. [Include information about the client's substance dependence]. During this time, [client]'s substance dependence contributed to their difficulty to both understand and control their conduct, causing the offences.

(if relevant) [client] also experienced family violence from their [partner/ex-partner], during the period of [date] to [date]. [Include information about the client's experience of family violence, and how it contributed to the client having a significantly reduced capacity to control the conduct which constituted an offence. For example, driving offences incurred when the client was fleeing family violence and accessing refuge or crisis accommodation.]

[Include other circumstances that may be relevant e.g., if the client has experienced circumstances that are long-term in nature or makes it impracticable for them to pay the penalty and any fees or otherwise deal with the fines. For example, long-term rough sleeping, any serious disabilities, or severe financial hardship in addition to their special circumstances.]

[Include any other information you consider relevant. For example, whether the client is now housed, has employment, engaged in treatment, recovery and/or supports for their mental ill-health or substance dependence etc.]

I understand that [client] has incurred fines between [date] and [date]. [client] has experienced special circumstances which likely have contributed to [client] incurring these fines and these circumstances should be taken into consideration.

Please feel free to contact me on [phone number] or [email] if you have any further questions.

Yours sincerely

[Name]

[Position and organisation]