



How to become an Approved Organisation for Work and Development Orders

MORE INFORMATION



www.sdoro.nsw.gov.au

Work and Development Order enquiries:



1300 478 879
8:00 am – 5:30 pm, Mon. to Fri.
TTY (02) 6354 7255
(Hearing and speech impaired)
9:00 am – 4:00 pm, Mon. to Fri.



(02) 6354 7112



wdosdro@osr.nsw.gov.au



PO Box A2571
Sydney South NSW 1235

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What is a Work and Development Order?

Recent amendments to the *Fines Act 1996* have introduced Work and Development Orders for a trial period of two (2) years. These amendments are contained in Division 8 of the Act.

Work and Development Orders are made by the State Debt Recovery Office (SDRO) to allow eligible people who have a mental illness, intellectual disability or cognitive impairment, are homeless, or who are experiencing acute economic hardship to satisfy their fines debt by non-monetary means through unpaid work with an approved organisation or through certain courses or treatment.

A Work and Development Order may only be considered if an application is supported by an approved organisation, or in the case of mental health or medical treatment, a health practitioner qualified to provide that treatment.

How to become an approved organisation

To become an approved organisation, you must complete the attached application and return to the Director, SDRO. If approval is sought for more than one office or branch and the activities of each branch are different, a separate application for each branch or office is required.

How is an application assessed?

Approved organisations are required to:

- have established OH&S policies and procedures
- agree to be subject to independent auditing
- oversee eligible persons participation under Work and Development Orders
- agree to provide reports on all active Work and Development Orders
- report any non-compliance with the Work and Development Order to SDRO
- notify the eligible person if the Work and Development Order is revoked by SDRO
- agree to comply with minimum record keeping requirements
- agree to have a complaints handling procedure in place

Applications will be assessed by a committee formed of representatives from SDRO, Attorney General's Department, and other NSW Government agencies.

If approved, an organisation will remain approved for the length of the trial.

Any approval will be limited to the supporting of applications for eligible persons in areas where the organisation has demonstrated knowledge and experience.



State Debt Recovery Office

The Fines Division of OSR



State Debt Recovery Office

The Fines Division of OSR

Office of State Revenue
NSW TREASURY
ISO 9001-Quality Certified
ABN: 77 456 270 638

Enquiries 1300 478 879 TTY: (02) 6354 7255

Email wdosdro@osr.nsw.gov.au

Website www.sdoro.nsw.gov.au

Application to be an Approved Organisation for Work and Development Orders

To request approval for an organisation to support Work and Development Orders for eligible clients.

- NOTE:**
- Providing a false or deliberately misleading statement may lead to a prosecution under Section 307A of the *Crimes Act 1900*.
 - If you are required to complete a section of the application form and you do not do so, SDRO may be unable to forward your application for organisational approval.
 - Print clearly in the boxed spaces and tick the appropriate boxes.
 - Please send your completed form to the State Debt Recovery Office, PO Box A2571, SYDNEY SOUTH 1235 or fax to **(02) 6354 7112**

Applicant organisation details

Organisation name

Website address ABN

Current address

Suburb State Postcode

Postal address (if different)

Suburb State Postcode

Organisational representative and position held

Contact number () Fax number ()

Email

Is your organisation (please tick one)

- a NSW government agency a statutory body representing the Crown a non-profit agency

Does your organisation

- have established OH&S policy and procedures? Yes No
- agree to provide reports on all active Work and Development Orders? Yes No
- agree to be subject to independent auditing? Yes No
- agree to comply with minimum record keeping requirements? Yes No
- agree to have a complaints handling procedure in place? Yes No

Which eligible groups does your organisation have knowledge and experience working with?

- mental illness
- intellectual disability
- cognitive impaired
- homeless
- acute economic hardship

Does your organisation have appropriately trained and/or accredited staff? Yes No

You may provide additional information below if required (continue on separate page if required).

If previously NSW Government funded, has your organisation complied with the terms of that funding and any performance agreement?

Yes No Not applicable

You may provide additional information below if required (continue on separate page if required).

What services can you provide for eligible clients or what local services would you refer them to?

Please provide specific details (continue on separate page if required).

SDRO referrals

Would you be prepared to accept direct referrals of eligible clients from SDRO? Yes No

Application

The person completing this application **must** sign this form

I, (Name) Position

apply on behalf of (Organisation) to be an approved organisation for the purposes of Work and Development Orders.

Signature Date

Note: If you are seeking approval for more than one office or branch and the activities of each branch are different, you may be required to complete a separate application for each branch or office.

PRIVACY STATEMENT

The information in this form is required by SDRO and the NSW Attorney General's Department to assess whether or not your organisation can become approved to support Work and Development Orders for eligible clients. The information may be provided to third parties with your consent or as required or permitted by law. An individual may review and correct personal information by contacting SDRO. Information in this form may also be used by other Government Agencies for the purpose of monitoring and evaluation.