

4. Grounds for application (Tick more than one if applicable. Refer to Checklist of Supporting Documents.)

- Homeless
 Intellectual disability/cognitive impairment
 Mental illness
 Acute economic hardship (if ticked, please answer Q12)

5. Proposed work or development activity (Tick more than one if applicable.)

Note:

a) **An enrolled Health Practitioner can *only* support medical/mental health treatment. To become enrolled, health practitioners must complete the Health Practitioner Enrolment form.**

b) An approved Organisation can only support activities for which it has been approved:

- Medical/mental health treatment (including disability case management)
 Drug or alcohol treatment
 Voluntary unpaid work
 Financial or other counselling
 Educational/vocational or life skills course
 Mentoring program (persons under 25 years)

If voluntary unpaid work is proposed, does this require working with children? Yes No

If Yes, has a Working with Children check been conducted? Yes No

6. Please provide specific details of the proposed Work or Development to be undertaken

(Continue on separate page if necessary).

Details of activity	No. of hours	Frequency W/F/M	Start date	End date
(eg counselling with Dr Smith)	2	F	31 / 08 / 2010	30 / 11 / 2010

7. If completion of the proposed Work or Development Order does not satisfy all outstanding fines, how will the remaining fines be satisfied?

- Pay by instalment arrangement
 Apply for write-off

8. Fines to be included in this application (Continue on separate page if necessary.)

Penalty Notice Numbers	Enforcement Order Numbers	Court Matters (Case Numbers)

9. Do you have a current Time to Pay arrangement?

- Yes ➤ Go to Q10 No ➤ Go to Q11

10. Do you wish to keep your current Time to Pay arrangement while on WDO?

- Yes ➤ Go to Q12 No

11. Would you like to set up a Time to Pay arrangement to run with your WDO?

- Yes No

Amount \$_____ per fortnight

12. Statement of Financial Circumstances – To be completed only if applying under the grounds of Acute Economic Hardship (refer to Q4).

Income (fortnightly)		Expenditure (fortnightly)	
You		Rent or board	\$
Centrelink	\$	Mortgage repayments	\$
Family allowance	\$	Food/groceries	\$
Net wage/salary (after tax)	\$	Electricity/gas	\$
Other income	\$	Phone	\$
Your partner (if applicable)		Rates (council/water)	\$
Centrelink	\$	Fares/fuel	\$
Family allowance	\$	Motor vehicle expense	\$
Net wage/salary (after tax)	\$	Insurance	\$
Other income	\$	Loan/credit card debt	\$
Total income	\$	School expenses	\$
To assist, please provide: a) your last three payslips b) current Centrelink statements c) bank statement d) proof of any other income for yourself and your partner.		Centrelink loan	\$
		Other expenses	\$
			\$
			\$
			\$
		Total expenditure	\$

13. Application checklist (to assist in processing, please ensure completeness)

- Provided client's full name, address and contact details
- Provided contact details of Organisation/Health Practitioner
- Provided confirmation of application grounds (see Checklist of Supporting Documents)
- Enclosed documentation/information regarding proposed activity, eg Brochure
- Provided activity hours and frequency
- Provided Court/Penalty number/Enforcement number details
- Signed the form (both Client and Organisation/Health Practitioner).

14. Client/Org/HP Authorisation

I (client's name),

apply for a Work and Development Order to satisfy all or part of my fines at SDRO.

Client signature Date / / 20

I (approved Organisation Representative/Health Practitioner name)

acknowledge that failure to supply information in full may lead to processing delays.

Org. Rep/HP signature Date / / 20

Privacy statement

The information in this form is required by SDRO to determine your application for a Work and Development Order. The information may be provided to third parties with your consent or as required or permitted by law. You may correct or update personal information by contacting SDRO. Information in this form may also be used by other Government Agencies for the purpose of monitoring and evaluation.

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Work and Development Order

DID YOU KNOW

If you are eligible to apply for a Work and Development Order, you can apply to have all of your fines included in the Order. Fines already with SDRO will be automatically included. If you have fines payable to a court that have not yet been referred to SDRO, these may also be included upon request.

The Work and Development Order Guidelines are available at www.sdرو.nsw.gov.au. These guidelines set out what supporting documents are required with a Work and Development Order application.

What is a Work and Development Order?

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 fine debt through unpaid work with an approved organisation or by undertaking certain courses or treatment. A Work and Development Order may only be made if an application is supported by an approved organisation, or in the case of medical/mental health treatment, a health practitioner qualified to provide that treatment.

Types of work or development activities

A Work and Development Order can include one or more of the following activities:

- unpaid work for, or on behalf of, an approved organisation
- medical or mental health treatment in accordance with a health practitioner's treatment plan
- educational, vocational or life skills course
- financial or other counselling
- drug or alcohol treatment
- a mentoring program (this option is only available if you are under 25 years of age).

What fines can I include in a Work and Development Order?

If you are eligible to apply for a Work and Development Order, fines already with SDRO will be automatically included.

This can be done by completing a 'Request to include court fines' form, and giving it to your approved organisation/person and submitting it with your Work and Development Order application.

This form can also be accessed through the WDO Online Service, through your approved organisation representative or health practitioner.

If you have fines at different courts, separate authorisation is needed for each court.

If your Work and Development Order application is approved, SDRO will issue a Work and Development Order. No further enforcement costs will be applied as long as you comply with the conditions of the Work and Development Order.

MORE INFORMATION



www.sdرو.nsw.gov.au

Work and Development Order enquiries:



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



(02) 6354 7302



wdosdro@osr.nsw.gov.au



PO Box A2571
Sydney South NSW 1235

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How will my debt be reduced?

Reduction of fines debt will be determined by the activity completed as part of the Work and Development Order.

Voluntary unpaid work satisfies fines at the rate of \$30.00 per hour, with a maximum of 35 hours and \$1050.00 per month.

All other agreed courses/treatment programs will be calculated at the rate of \$50.00 per hour, with a maximum of 20 hours and \$1000.00 per month.

What happens if my total fine debt cannot be satisfied by a single Work and Development Order?

If your total fine debt cannot be satisfied by a single Work and Development Order, you will need to advise SDRO on your application form how you propose to satisfy any remaining outstanding amounts.

Who can support my application?

A list of approved organisations that can support your application is available at www.sdرو.nsw.gov.au

Your health practitioner, including a registered medical practitioner, a registered psychologist or nurse may also be able to support your application if medical or mental health treatment is required.

What should I do if I think I am eligible for a Work and Development Order?

If you think you may be eligible for a Work and development Order, you should contact the Work and Development Order Hotline on 1300 478 879. The Work and Development Order team may be able to assist you in locating your nearest approved organisation, who can assist you with completing and lodging the application.

What happens if my application is successful?

If your application is successful, SDRO will issue a Work and Development Order and suspend any enforcement action against you while the Work and Development Order is in place. Any fine default NSW Roads and Traffic Authority restrictions imposed against you will be lifted in order to assist your development. However, there may be other restrictions in place that were not imposed by SDRO. You should contact the NSW Roads and Traffic Authority for this information.

What happens if my application is not approved?

If your application is not approved, you may appeal this decision by applying to the Hardship Review Board. Read more about the application process at www.sdرو.nsw.gov.au or contact Work and Development Order Hotline on 1300 478 879.