

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
 Serious addiction to drugs/alcohol/volatile substances

Note: Only able to complete drug and alcohol treatment or counselling.

5. A person is deemed to be in acute economic hardship if he or she is in receipt of the following benefits.

Tick more than one if applicable.

- Newstart Allowance
 Youth Allowance
 Parenting Payment
 Disability Pension
 Carer's Payment
 Sickness Allowance
 Age Pension
 Department of Veterans Affairs benefit

If a person is not in receipt of the above Centrelink benefits, a person will be taken to be in acute economic hardship if they are a member of a household that has a weekly/monthly household income below the following thresholds (before tax):

Household type	\$ per month	\$ per week
Single	2,025	466
Single + 1 child	2,430	559
Single + 2 children	2,700	621
Single + 3 children	2,970	684
Single + 4 children	3,240	746
Couple	2,565	590
Couple + 1 child	2,970	684
Couple + 2 children	3,240	746
Couple + 3 children	3,510	808
Couple + 4 children	3,780	870
Each additional child	270	62
Each additional adult	540	124

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

Note: An enrolled health practitioner can only support medical/mental health treatment.

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

7. 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

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

Penalty Notice Numbers	Enforcement Order Numbers

9. If new fines are found or referred to SDRO, do you wish to have them automatically added to your WDO? Yes No
10. Do you have a current Time to Pay arrangement? Yes No ➤ Go to Q12
11. Do you wish to keep your current Time to Pay arrangement while on WDO? Yes No
12. Would you like to set up a Time to Pay arrangement to run with your WDO? Yes No

Amount \$_____ per fortnight

13. Statement of Financial Circumstances

Note: To be completed only if applying under the grounds of Acute Economic Hardship

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 with assessing/processing, 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	\$
		SDRO TTP	\$
		Other expenses	\$
			\$
			\$
			\$
		Total expenditure	\$

14. 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 activity hours and frequency
- Provided penalty number/enforcement number details
- Signed the form (both client and organisation/health practitioner).

Note: I understand that applications are subject to audit such that I may be required to provide copies of documentation relating to WDOs upon request.

15. Client/approved organisation/health practitioner 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.

Organisation representative/health practitioner signature Date / / 20

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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.

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 (WDO) 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, are experiencing acute economic hardship, or have a serious addiction to drugs/alcohol/volatile substances to satisfy their fine debt through unpaid work with an approved organisation or by undertaking certain courses or treatment. A WDO can 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 WDO 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).

Note: Clients applying under the grounds of drugs/alcohol/volatile substances can only participate in drug and alcohol treatment and/or counselling.

What fines can I include in a WDO?

If you are eligible to apply for a WDO, fines already with SDRO will be automatically included.

If a WDO is issued, no further enforcement costs will be applied, as long as you comply with all of the conditions.

How will my debt be reduced?

Reduction of fines debt will be determined by the activity completed as part of the WDO.

MORE INFORMATION



www.sdro.nsw.gov.au

Work and Development Order enquiries:



1300 478 879
9:00 am – 5:00 pm, Mon. to Fri.
Hearing or speech impaired users:
TTY 133 677
Speak and Listen 1300 555 727



(02) 6354 7271



wdosdro@osr.nsw.gov.au



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Department of Finance & Services

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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 WDO.

Activity	Cut out rate
Unpaid work for or on behalf of an approved organisation	\$30 per hour worked, to a maximum of \$1000 per month. Breaks are not to be counted.
Medical or mental health treatment in accordance with a practitioner's treatment plan	\$1000 per month for full compliance (or a proportion for partial compliance).
Educational, vocational or life skills course	\$50 per hour or \$350 per full (7 hour) day, to a maximum of \$1000 per month.
Financial or other counselling (including attending case management meetings)	\$50 per hour or \$350 per full (7 hour) day, to a maximum of \$1000 of fine debt per month.
Drug or alcohol treatment	\$1000 per month for full compliance (or a proportion for partial compliance).
Participation (as a mentee) in a mentoring program	\$1000 per month for full compliance (or a proportion for partial compliance).

Who can support my application?

A list of approved organisations that can support your application is available at www.sdro.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.

If you find a suitable organisation in your area, which is not on the list of those approved but wants to support your application, they may approach Department of Attorney General and Justice (DAGJ) to commence the application process.

What should I do if I think I am eligible for a WDO?

If you think you may be eligible for a WDO, you should contact the WDO team on 1300 478 879. They 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 approved?

If your application is approved, SDRO will issue a WDO and suspend any enforcement action against you while it is in place. Any driving 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 NSW Roads and Maritime Services 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 Fines Hardship Review Board (FHRB). Read more about the application process at www.sdro.nsw.gov.au or contact the Secretary of the FHRB on (02) 6354 7116.