

Crimes (Sentencing Procedure) Regulation 2000

[2000-134]



New South Wales

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The provisions displayed in this version of the legislation have all commenced.

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Crimes (Sentencing Procedure) Regulation 2000



New South Wales

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Crimes (Sentencing Procedure) Regulation 2000



New South Wales

Part 1 Preliminary

1 Name of Regulation

This Regulation is the *Crimes (Sentencing Procedure) Regulation 2000*.

2 Commencement

This Regulation commences on 3 April 2000.

3 Definitions

(1) In this Regulation:

the Act means the *Crimes (Sentencing Procedure) Act 1999*.

(2) In this Regulation, a reference to a Form is a reference to a Form set out in Schedule 1.

4 Notes

The explanatory note and table of contents do not form part of this Regulation.

Part 2 Sentencing procedures generally

Division 1 General

5 List of additional charges: section 32

(1) For the purposes of section 32 (4) (a) of the Act, the prescribed form for a list of additional charges is Form 1.

(2) For the purposes of section 32 (5) (b) of the Act, the following persons are prescribed:

(a) police officers,

(b) the Director-General of the Department of Fair Trading.

6 Consultation required before conditions as to residence or treatment imposed on parole

- (1) Before a court makes a parole order containing terms or conditions relating to residence or treatment, the court:
 - (a) must consider a report from a probation and parole officer as to the offender's circumstances, and
 - (b) must satisfy itself, having regard to the probation and parole officer's report, that it is feasible to secure compliance with the terms or conditions.
- (2) Before a court makes a parole order containing terms or conditions requiring the co-operation of a person other than the offender or a probation and parole officer, it must obtain the consent of the person to the specification of those terms and conditions in so far as they require the person's co-operation.

7 Parole orders: section 50

- (1) A parole order made by a court must be reduced to writing using Form 2 or 3, whichever is appropriate.
- (2) A copy of the order must be given to the offender, and further copies are to be sent to the following persons:
 - (a) the Commissioner of Corrective Services, and
 - (b) if the sentence to which the order relates is to be served by way of full-time imprisonment, the governor of the correctional centre to which the offender is committed to serve the sentence.

8 Warrants of commitment: section 62

For the purposes of section 62 (2) of the Act, the prescribed form for a warrant of commitment to imprisonment in a correctional centre (where imprisonment is to be served by way of full-time detention) is Form 4.

Division 2 Victim impact statements

9 Persons who may prepare statements

- (1) A victim impact statement may be prepared by any qualified person designated by:
 - (a) the victim or victims to whom the statement relates, or any such victim's representative, or
 - (b) the prosecutor in the proceedings to which the statement relates.
- (2) The statement may also be prepared by the victim or any of the victims to whom it relates, or any such victim's representative.

(3) In this clause, **qualified person** means:

- (a) a counsellor who is authorised to provide approved counselling services for the purposes of section 21 of the *Victims Compensation Act 1996*, or
- (b) any other person who is qualified by training, study or experience to provide the particulars required for inclusion in a victim impact statement.

10 Form of victim impact statement

A victim impact statement:

- (a) must be legible, and may be either typed or hand-written, and
- (b) must be on A4 size paper, and (except with the leave of the court) must be no longer than 20 pages in length (including medical reports or other annexures), and
- (c) may (but need not) be in Form 5 or 6, whichever is appropriate.

11 Content of victim impact statement

- (1) A victim impact statement must identify the victim or victims to whom it relates.
- (2) The statement must include the full name of the person who prepared the statement, and must be signed and dated by that person.
- (3) If the person who prepared the statement is not a victim to whom it relates (or any such victim's representative):
 - (a) the statement must indicate that the victim or victims do not object to the statement being given to the court, and
 - (b) the victim or victims (or any such victim's representative) must sign the statement to verify that they do not object.
- (4) If a victim to whom the statement relates is a family victim, the statement must identify the primary victim and state the nature and (unless a relative by blood or marriage) the duration of that victim's relationship to the primary victim.
- (5) If a victim's representative acts on behalf of a primary victim for the purpose of providing information for the statement, the statement must indicate the name of that person and the nature and (unless a relative by blood or marriage) the duration of that person's relationship to the primary victim.
- (6) A victim impact statement must not contain anything that is offensive, threatening, intimidating or harassing.

12 Tendering of victim impact statement

- (1) A victim impact statement may be tendered to the court only by the prosecutor in the

proceedings before the court.

- (2) Only one victim impact statement may be tendered in respect of each victim.

Part 3 Sentencing procedures for periodic detention orders

13 Availability of accommodation: section 66

- (1) For the purpose of satisfying itself that accommodation is available at a periodic detention centre for an offender to serve a sentence by way of periodic detention, a court must address its inquiries to the officer in charge of administration of periodic detention orders within the Department of Corrective Services.
- (2) As soon as practicable after a court has made a periodic detention order, the court must ensure that the officer in charge is informed of that fact, by telephone or otherwise.

14 Undertakings to comply with periodic detention order: section 66

For the purposes of section 66 (1) (f) of the Act, the prescribed form of undertaking is Form 7.

15 Assessment reports: section 69

An offender's assessment report must assess the offender's suitability to serve a sentence by way of periodic detention by reference to the following factors:

- (a) the degree, if any, to which the person is dependent on alcohol or drugs (a major alcohol or drug problem being an indicator of unsuitability),
- (b) the offender's psychiatric or psychological condition (a major psychiatric or psychological disorder being an indicator of unsuitability),
- (c) the person's medical condition (a medical condition that may render the offender unfit to report for periodic detention being an indicator of unsuitability),
- (d) the offender's criminal record, if any (a serious criminal record being an indicator of unsuitability),
- (e) the offender's employment and other personal circumstances (circumstances that may render the offender's regular attendance at a periodic detention centre impracticable being an indicator of unsuitability).

16 Periodic detention orders

- (1) A periodic detention order must be reduced to writing using Form 8.
- (2) A copy of the order must be given to the offender, and further copies are to be sent to the following persons:

- (a) the Commissioner of Corrective Services, and
- (b) the governor for the periodic detention centre to which the offender is committed to serve the sentence.

17 Notice of periodic detention order: section 72

- (1) A notice referred to in section 72 (1) of the Act must be in Form 9.
- (2) The offender must sign 3 copies of the notice in the presence of the person by whom it was given to the offender.
- (3) Of the 3 copies:
 - (a) one is to be kept by the offender, and
 - (b) one is to be kept by the court by which the relevant periodic detention order was made, and
 - (c) one is to be sent to the Commissioner of Corrective Services.

18 Warrants of commitment: section 73

For the purposes of section 73 (2) of the Act, the prescribed form for a warrant of commitment to imprisonment in a periodic detention centre (where imprisonment is to be served by way of periodic detention) is Form 10.

Part 4 Sentencing procedures for home detention orders

19 Drug offences for which home detention not available: section 76

For the purposes of section 76 (i) of the Act, offences under sections 23 (2), 24 (2), 25 (2), 26, 27 and 28 of the *Drug Misuse and Trafficking Act 1985* (where the number or amount of prohibited drug or prohibited plant concerned is a commercial quantity within the meaning of that Act) are prescribed offences.

20 Undertakings to comply with home detention order: section 78

- (1) For the purposes of section 78 (1) (c) of the Act, the prescribed form of consent is as set out in Form 11.
- (2) The consent of a child under the age of 18 years, or of a mentally incapacitated person, may be given by the Commissioner of Corrective Services.
- (3) For the purposes of section 78 (1) (d) of the Act, the prescribed form of undertaking is Form 12.

21 Assessment of effect of order on children: section 81

- (1) If a child under the age of 18 years would be living with an offender serving home

detention, an assessment report must take into account, and specifically address, the effect on the child of that fact.

- (2) The investigation of the matter referred to in subclause (1) must be carried out jointly by an officer within the Probation and Parole Service and an officer within the Department of Community Services, and must be carried out in accordance with child protection risk assessment procedures approved by the Director-General of that Department.

22 Home detention orders

- (1) A home detention order must be reduced to writing using Form 13.
- (2) A copy of the order must be given to the offender, and a further copy must be sent to the Commissioner of Corrective Services.

Part 5 Sentencing procedures for community service orders

23 Maximum hours' community service work: section 8

For the purposes of section 8 (2) of the Act, the prescribed number of hours is:

- (a) 100, for offences for which the maximum term of imprisonment provided by law does not exceed 6 months, or
- (b) 200, for offences for which the maximum term of imprisonment provided by law exceeds 6 months but does not exceed 1 year, or
- (c) 500, for offences for which the maximum term of imprisonment provided by law exceeds 1 year.

24 Undertakings to comply with community service order: section 86

For the purposes of section 86 (1) (e) of the Act, the prescribed form of undertaking is Form 14.

25 Community service orders

- (1) A community service order must be reduced to writing using Form 15.
- (2) A copy of the order must be given to the offender, and a further copy must be sent to the Commissioner of Corrective Services.

26 Notice of community service order: section 93

- (1) A notice referred to in section 93 (1) of the Act must be in Form 16.
- (2) The offender must sign 3 copies of the notice in the presence of the person by whom it was given to the offender.

(3) Of the 3 copies:

- (a) one is to be kept by the offender, and
- (b) one is to be kept by the court by which the relevant community service order was made, and
- (c) one is to be sent to the Commissioner of Corrective Services.

Schedule 1 Forms

(Clause 3)

Form 1

(Clause 5)

LIST OF ADDITIONAL CHARGES

(Crimes (Sentencing Procedure) Act 1999, section 32)

To charged with the offence of before the(name of Court).

Information for defendant

1. The list on the back of this document gives particulars of other offences with which you have been charged but not convicted.
2. If you are found guilty of the offence mentioned above, you may, before being dealt with by the Court (if the prosecutor consents and the Court thinks fit):
 - (a) admit all or any of the offences listed on the back of this document, and
 - (b) ask that any of those admitted offences be taken into account by the Court in dealing with you for the offence mentioned above.
3. If you are found guilty and the Court takes any of the offences that you have admitted into account, the maximum penalty that may be imposed on you for the offence of which you have been convicted will not exceed the maximum penalty that the Court would have been empowered to impose on you for the offence if no other offence had been taken into account.
4. If the Court takes an offence that you have admitted into account, the Court may make such orders or give such directions with respect to restitution, compensation, costs, forfeiture, disqualification and loss or suspension of a licence or privilege as it would have been empowered to make or give if you had been convicted before the Court of the offence, but will not otherwise impose any separate punishment for the offence.
5. No proceedings may be taken or continued against you in respect of an offence taken into account unless the decision of the Court in respect of which the offence has been taken into account has been quashed or set aside.
6. Your admission cannot be used as evidence against you in any proceedings relating to the offence in respect of which the admission was made or in respect of any other offence specified in the list on the back of this document if:
 - (a) the circumstances mentioned in paragraph 5, proceedings are taken or continued against you in respect of an offence that you have admitted, or

(b) the court does not for any reason take any one or more of the offences that you have admitted into account.

7. You are entitled to receive a copy of this document when it has been signed by you and by the official who is authorised to sign it.

Date:
.....
(Signature of person authorised under section 32 (5) of the Crimes (Sentencing Procedure) Act 1999)

Date:
.....
(Signature of defendant)

Certificate

This is to certify that, in dealing with for the offence of of which the person has been found guilty, the Court has taken into account the offences admitted by the person numbered in the list on the back of this document.

Date:
.....
(Designation of Judge or Magistrate signing certificate)

(BACK OF FORM)

Note: in relation to each offence taken into account by the Court, this Form must be forwarded to the Registrar of the Court before which the charge for the offence is pending.

Number	Police charge number	Place where alleged offence committed	Date of alleged offence	Brief description of alleged offence	Court before which charge is pending	Date of next court appearance in relation to charge
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Form 2

(Clause 7)

PAROLE ORDER MADE BY COURT

(UNSUPERVISED PAROLE)

(Crimes (Sentencing Procedure) Act 1999, section 50)

In making this parole order, the Court has expressly stated that this offender is not to be subject to supervision while released on parole

1 Sentence details

Case No:
Conviction Date:
The Court at:
Offender:
Date of Birth:
Offence:

Particulars of imprisonment imposed by Court

Term of:

to commence on:

*Non-parole period of:

*The above term of imprisonment is to be served cumulatively on the sentence of:
that commenced on:

2 Release details

Pursuant to the provisions of the *Crimes (Sentencing Procedure) Act 1999*, the Court directs that the offender be released on parole at the expiration of the non-parole period of the sentence. Unless sooner revoked, this order remains in force until the end of the above term of imprisonment.

3 Standard conditions

This order is subject to the conditions prescribed by regulations under the *Crimes (Administration of Sentences) Act 1999*.

Note: a copy of the standard conditions must be attached to this order.

4 Additional conditions

The order is also subject to the following conditions:

.....
.....

[Ihrule]

Date of order:

Signed

Date:

(Justice of the Peace)

[Ihrule]

I acknowledge that I understand the conditions on which I am released on parole.

Signed:

(Offender)

Witness:

Name:

Address:

The offender was released from custody on:

Signed:

Date:

(Governor of correctional centre)

[Ihrule]

* delete if not applicable

Form 3

(Clause 7)

PAROLE ORDER MADE BY COURT

(SUPERVISED PAROLE)

(*Crimes (Sentencing Procedure) Act 1999*, section 50)

1 Sentence details

Case No:
Conviction Date:
The Court at:
Offender:
Date of Birth:
Offence:

Particulars of imprisonment imposed by Court

Term of:
to commence on:
*Non-parole period of:
*The above term of imprisonment is to be served cumulatively on the sentence of:
that commenced on:

2 Release details

Pursuant to the provisions of the *Crimes (Sentencing Procedure) Act 1999*, the Court directs that the offender be released on parole at the expiration of the non-parole period of the sentence. Unless sooner revoked, this order remains in force until the end of the above term of imprisonment.

3 Supervision

The offender must, *until/*until the order ceases to have effect, submit to the supervision and guidance of:

4 Standard conditions

This order is subject to the conditions (including the conditions relating to supervision) prescribed by the regulations under the *Crimes (Administration of Sentences) Act 1999*.
Note: a copy of the standard conditions must be attached to this order.

5 Additional conditions

The order is also subject to the following conditions:
.....
.....

[Ihrule]

Date of order:

Signed:

Date:

(Justice of the Peace)

[Ihrule]

I acknowledge that I understand the conditions on which I am released on parole.

Signed:

(Offender)

Witness:

Name:

Address:

The offender was released from custody on:

Signed:

Date:

(Governor of correctional centre)

[Ihrule]

* delete if not applicable

Form 4

(Clause 8)

WARRANT OF COMMITMENT TO CORRECTIONAL CENTRE

(Crimes (Sentencing Procedure) Act 1999, section 62)

TO THE GOVERNOR of the correctional centre at in the State of New South Wales

WHEREAS of (**the offender**) has been found guilty by the Court of the following offence or offences:

.....

AND WHEREAS the Court has sentenced the offender to imprisonment for a period of to commence on

YOU ARE HEREBY DIRECTED to receive the offender into your custody there and (subject to the *Crimes (Administration of Sentences) Act 1999* and to any order under that Act) to detain the offender there by way of full-time detention for the term of the offender's sentence.

.....Justice of the Peace

Date:

[Ihrule]

TO ALL POLICE OFFICERS in the State of New South Wales

By virtue of section 62 of the *Crimes (Sentencing Procedure) Act 1999*, this warrant is sufficient authority for you to convey the offender named in this warrant to the correctional centre specified in this warrant and to deliver the offender into the custody of the governor of that correctional centre.

Form 5

(Clause 10)

VICTIM IMPACT STATEMENT FOR PRIMARY VICTIMS

(Crimes (Sentencing Procedure) Act 1999, section 30)

(1) Name of victim(s):

Name of offender:

Charges to which this statement relates:

Sentencing court:

Sentencing date:

(2) Details of personal harm suffered as a direct result of the offence(s)

Physical bodily harm:

Mental illness or nervous shock:

(3) Attached to this statement are the following medical or other specialist reports:

(4) (To be completed if statement prepared by victim's representative)

Nature of relationship to primary victim:

Duration of relationship to primary victim (unless a relative by blood or marriage):

Nature of primary victim's incapacity:

(5) *(To be completed if statement prepared by victim himself or herself, or by victim's representative)*

This statement is true to the best of my knowledge and belief*
or (if the person preparing the statement is less than 12 years old)
I have not told any lies in this statement.*

Signed (victim or victim's representative)

Dated

(* Delete whichever does not apply)

(6) *(To be completed if statement prepared by a qualified person on behalf of the victim(s))*

This statement is true to the best of my knowledge and belief.

Signed (deponent)

Dated

I do not object to this statement being given to the court.

Signed (victim or victim's representative)

Dated

Form 6

(Clause 10)

VICTIM IMPACT STATEMENT FOR FAMILY VICTIMS

(Crimes (Sentencing Procedure) Act 1999, section 30)

(1) Name of family victim(s):

Name of primary victim(s):

Name of offender:

Charges to which this statement relates:

Sentencing court:

Sentencing date:

(2) Details of impact of the death of the primary victim on the family victim(s), being the member(s) of the immediate family of the primary victim(s)

(3) Attached to this statement are the following medical or other specialist reports:

(4) *(To be completed if statement prepared by the family victim himself or herself)*

This statement is true to the best of my knowledge and belief*
or (if the family victim is less than 12 years old)
I have not told any lies in this statement.*

Signed (victim(s))

Dated

(* Delete whichever does not apply)

(5) *(To be completed if statement prepared by a qualified person on behalf of the victim(s))*

This statement is true to the best of my knowledge and belief.

Signed (deponent)

Dated

I do not object to this statement being given to the court.
Signed (victim(s))
Dated

Form 7

(Clause 14)

PERIODIC DETENTION UNDERTAKING

(Crimes (Sentencing Procedure) Act 1999, section 66)

I,, understand that if a periodic detention order is made directing me to serve my sentence by way of periodic detention, I will be required:

- (a) to comply with the requirements of Part 3 of the *Crimes (Administration of Sentences) Act 1999* and the regulations made for the purposes of that Part, and
- (b) to comply with the requirements of any directions given to me under Part 3 of the *Crimes (Administration of Sentences) Act 1999*, and
- (c) to inform the governor responsible for the periodic detention centre to which I am required to report of any change in my residential address.

My obligation to comply with the above requirements has been explained to me, and I agree to comply with them.

Signature: Date:

Probation and parole officer: Date:

Note: a copy of the above requirements, signed by the accused and the probation and parole officer, must be attached to this undertaking.

Form 8

(Clause 16)

PERIODIC DETENTION ORDER

(Crimes (Sentencing Procedure) Act 1999, section 6)

1 Sentence details

Case No:
Conviction Date:
The Court at:
Offender:
Date of Birth:
Offence:

Particulars of imprisonment imposed by Court

Term of: to commence on:
to commence on:

*Non-parole period of:

*The above term of imprisonment is to be served cumulatively on the sentence of: that commenced on:

It is hereby ordered that the above term of imprisonment is to be served by way of periodic detention in accordance with the *Crimes (Administration of Sentences) Act 1999*.

[Ihrule]

Date of order:

Signed:

Date:

(Justice of the Peace)

[hrule]

* delete if not applicable

Form 9

(Clause 17)

NOTICE OF PERIODIC DETENTION ORDER

(Crimes (Sentencing Procedure) Act 1999, section 72)

TO

of

WHEREAS you were, on, convicted in the Court at of the following offence: being an offence punishable by imprisonment,

AND WHEREAS on that conviction you were sentenced to be imprisoned for a term of

AND WHEREAS it was ordered by that Court that you serve that term of imprisonment by way of periodic detention,

YOU ARE HEREBY GIVEN NOTICE that you have been ordered to report in person to the officer in charge of the periodic detention centre at in the State of New South Wales at on and (subject to the *Crimes (Administration of Sentences) Act 1999* and any order under that Act) to the same place at on each subsequent week during your term of imprisonment.

.....Justice of the Peace

Signature of offender:

Date:

Form 10

(Clause 18)

WARRANT OF COMMITMENT TO PERIODIC DETENTION CENTRE

(Crimes (Sentencing Procedure) Act 1999, section 73)

TO the governor responsible for the periodic detention centre at in the State of New South Wales

WHEREAS of (**the offender**) has been found guilty by the Court of the following offence or offences:

.....

AND WHEREAS the Court has sentenced the offender to imprisonment for a period of, to commence on

AND WHEREAS the Court has ordered that the term of imprisonment be served by way of periodic detention,

YOU ARE HEREBY DIRECTED to receive the offender into your custody there and (subject to the *Crimes (Administration of Sentences) Act 1999* and to any order under that Act) to imprison the offender there by way of periodic detention for the term of the offender's sentence.

.....Justice of the Peace

Date:

Form 11

(Clause 20)

CONSENT OF CO-RESIDENT TO MAKING OF HOME DETENTION ORDER

(Crimes (Sentencing Procedure) Act 1999, section 78)

I,, understand that if is directed to serve his/her* sentence by way of home detention, he/she* will be required:

- (a) to comply with the requirements of Part 4 of the *Crimes (Administration of Sentences) Act 1999* and the regulations made for the purposes of that Part, and
- (b) to comply with the requirements of any additional conditions to which the home detention order may be subject.

The accused's obligation to comply with the above requirements has been explained to me, and I consent to the making of a home detention order.

Signature:

Date:

Probation and parole officer:

Date:

Note: a copy of the above requirements, signed by the co-resident and the probation and parole officer, must be attached to this undertaking.

[Ihrule]

* delete if not applicable.

Form 12

(Clause 20)

HOME DETENTION UNDERTAKING

(Crimes (Sentencing Procedure) Act 1999, section 78)

I,, understand that if a home detention order is made directing me to serve my sentence by way of home detention, I will be required:

- (a) to comply with the requirements of Part 4 of the *Crimes (Administration of Sentences) Act 1999* and the regulations made for the purposes of that Part, and
- (b) to comply with the requirements of any additional conditions to which the home detention order may be subject.

My obligation to comply with the above requirements has been explained to me, and I agree to comply with them.

Signature:

Date:

Probation and parole officer:

Date:

Note: a copy of the above requirements, signed by the accused and the probation and parole officer, must be attached to this undertaking.

Form 13

(Clause 22)

HOME DETENTION ORDER

(Crimes (Sentencing Procedure) Act 1999, section 7)

1 Sentence details

Case No:
Conviction Date:
The Court at:
Offender:
Date of Birth:
Offence:

Particulars of imprisonment imposed by Court

Term of:
to commence on:
*Non-parole period of:
*The above term of imprisonment is to be served cumulatively on the sentence of:
that commenced on:

It is hereby ordered that the above term of imprisonment is to be served by way of home detention in accordance with the [Crimes \(Administration of Sentences\) Act 1999](#).

2 Standard conditions

This order is subject to the conditions prescribed by regulations under the [Crimes \(Administration of Sentences\) Act 1999](#).
Note: a copy of the standard conditions must be attached to this order.

3 Additional conditions

The order is also subject to the following conditions:
.....
.....

[Ihrule]

Date of order:

Signed:

Date:

(Justice of the Peace)

[Ihrule]

* delete if not applicable

Form 14

(Clause 24)

COMMUNITY SERVICE WORK UNDERTAKING

([Crimes \(Sentencing Procedure\) Act 1999](#), section 86)

I,, understand that if a community service order is made directing me to perform community service work, I will be required:

- (a) to comply with the requirements of Part 5 of the [Crimes \(Administration of Sentences\) Act 1999](#) and the regulations made for the purposes of that Part, and
- (b) to comply with the requirements of any additional conditions to which the community service order may be subject, and
- (c) to comply with the requirements of any directions given to me under Part 5 of the [Crimes \(Administration of Sentences\) Act 1999](#), and

(d) to inform my assigned officer of any change in my residential address.

My obligation to comply with the above requirements has been explained to me, and I agree to comply with them.

Signature: Date:

Probation and parole officer: Date:

Note: a copy of the above requirements, signed by the accused and the probation and parole officer, must be attached to this undertaking.

Form 15

(Clause 25)

COMMUNITY SERVICE ORDER

(Crimes (Sentencing Procedure) Act 1999, section 8)

1 Sentence details

Case No:
Conviction Date:
The Court at:
Offender:
Date of Birth:
Offence:

Particulars of community service imposed by Court

Number of hours' community service work:
(to include hours' participation in a personal development, educational or other program)*.

* The above sentence is to be served cumulatively on the sentence of hours' community service work that commenced on:

2 Standard conditions

This order is subject to the conditions prescribed by regulations under the *Crimes (Administration of Sentences) Act 1999*.
Note: a copy of the standard conditions must be attached to this order.

3 Additional conditions

The order is also subject to the following conditions:
.....
.....

[Ihrule]

Date of order:

Signed: Date:

(Justice of the Peace)

[Ihrule]

* delete if not applicable

Form 16

NOTICE OF COMMUNITY SERVICE ORDER

(Crimes (Sentencing Procedure) Act 1999, section 93)

TO
of

WHEREAS you were, on convicted in the Court at of the following offence:

.....
being an offence punishable by imprisonment,

AND WHEREAS on that conviction you were directed to perform hours' community service work (to include hours' participation in a personal development, educational or other program)*,

YOU ARE HEREBY GIVEN NOTICE that you have been ordered to report in person to at in the State of New South Wales within the period of days from the date of this notice for the purpose of enabling the administration of the order to be commenced.

.....Justice of the Peace

Signature of offender:

Date:

[Ihrule]

* delete if not applicable.