

Community Clean Up Order (CCUO) Procedure

Essential Summary:

Audience

- Youth Justice Caseworker (Community)
- Youth Justice Sessional Supervisor
- Assistant Manager (Community)
- Area Manager

When to use this procedure:



Use this procedure when working with a young person who has been charged with a graffiti offence and is sentenced to a Community Clean Up Order ('CCUO').

Printed or saved copies of this document may not be up to date.

Please check in the [Operations Manual \(TOM\)](#) to ensure you have the latest version before using this document.

CIMS  **[CLICK]**

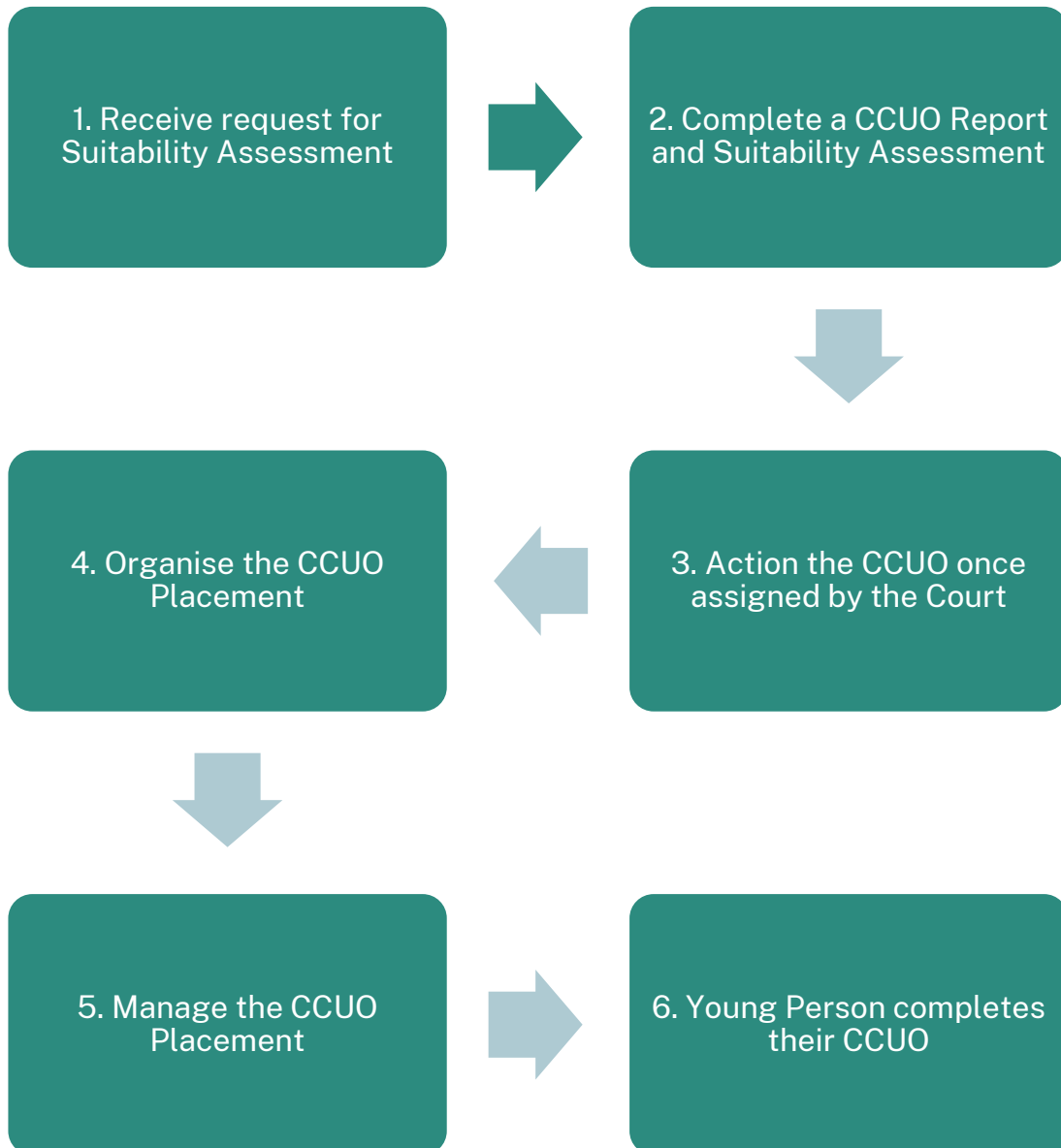
When using CIMS refer to [CIMS \[CLICK\]](#) for step by step instructions

DOCUMENT DETAILS	
Version:	0.5
	
Ensure that this document is the latest version to use	

1 Purpose

This procedure is for YJNSW employees working with young people charged with a graffiti offence who are sentenced to a CCUO. The procedure covers the suitability assessment process and the management of CCUOs

2 Process Map



3 Procedural Steps

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4 Legislation:

This procedure is supported by the following legislation:

- *Graffiti Control Act 2008*
- *Children (Community Service Orders) Act 1987*
- *Fines Act 1996*

5 Supporting documents:

This procedure is supported by the following documents:

5.1 Policies

- *Managing Non-Compliance and Breach Policy*
- *Children's Community Service Order Policy*
- *Court Communication Policy (TOM)*

5.2 Procedures

- *Managing Non-Compliance and Breach Procedure*
- *Registering Participating Organisations for community service and clean-up work procedure*
- *Community Clean Up Orders Scheme Guidelines 2004*
- *Registering Participating Organisations for community service and clean-up work procedure*

5.3 Resources

- *Juvenile Justice and Registered Participating Organisation Work Health and Safety Model for the CCSO Scheme Resource (TOM)*
- *CCSO Guide for Organisations (TOM)*

5.4 CIMS Forms

- *Community Clean Up Order Completion Form (CIMS)*
- *Daily induction and attendance record (CIMS)*
- *Young person Medical Information and Consent form (CIMS)*
- *Application to Revoke Report (CIMS).*

6 Document Information

Title:	Community Clean Up Order (CCUO) Procedure
Business Centre:	Operations Unit
Author:	Project Officer, Operations Unit (Community)
Approver:	Director Policy and Practice
Date of Effect:	11 th April 2022
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Key Words:	Graffiti offence, CCUO, community clean up order, community, fines

7 Document History

Version	Date	Reason for Amendment
5	11 th April 2022	<i>Updated policy to reflect name change (from Juvenile Justice to Youth Justice NSW), logo and removal of all references to the De-Tag program</i>
4	April 2019	<i>Updating to ensure current practices and templates are applied.</i>
3	March 2018	<i>Information relating to breach and revocation of CCCU integrated into the Non-Compliance and Breach Policy and related Procedure.</i>
2	September 2016	<i>Removal of the Community Supervision and Casework Procedure and publication of the Case Management Procedure.</i>
1	November 2014	<i>Forms updated.</i>