

Submission no.

Application for Accreditation as a Family Dispute Resolution Practitioner

Final Accreditation Standards

For assistance in completing this application, please refer to the:

- (i) **Guide to completing an Application for Accreditation as a Family Dispute Resolution Practitioner** (available from www.ag.gov.au/fdrproviders)
- (ii) **Commonwealth Statutory Declaration** (available at the end of this form)

Send completed application form to:

Practitioner Registration Unit
Dispute Management Family Pathways
Access to Justice Division
Attorney-General's Department
National Circuit Barton ACT 2600

Section A. Name and Personal Contact Details

1. Title:

2. First name(s):

3. Family name:

4. Postal Address:

5. Contact phone number(s): Business Hours

Mobile (optional)

6. Notification email address: Primary

Secondary (optional)

7. Date of Birth:

8. Are you male or female?

Male Female

Section B. Child-related Employment and Working with Children

9. Are you prohibited under the law of a State or Territory from being employed in child-related employment or working with children?

Yes No

10. Have you complied with the requirements of the applicable law in the State(s) and/or Territory(s) in which you provide family dispute resolution services in relation to employment of persons in child-related employment or working with children?

Yes No

Please attach evidence of compliance

Section C. Criminal Convictions

11. Have you been convicted of an offence involving violence to a person?

Yes No

12. Have you been convicted of a sex related offence, including rape, sexual assault, indecent assault, unlawful sexual acts with or upon minors, child pornography, procuring or trafficking of a child for indecent purposes or being knowingly concerned with the prostitution of a child?

Yes No

Please attach evidence of compliance

Section D. Registration Status

13. Did you register as a family dispute resolution practitioner before 1 July 2009?

Yes (**Complete Section E**) No (**Complete Section F**)

Section E. Registered before 1 July 2009

14. What is your registration number/s? (If you use more than one please provide all numbers)

15. If a registration number is that of an 'approved' or 'designated' organisation for which you provide family dispute resolution services, provide the name of the organisation:

Note: If you also provide family dispute resolution services independently of a registered or government funded organisation you must also complete Section G Complaints Mechanism and Professional Indemnity.

16. If you have been assessed as competent by a Registered Training Organisation against the 3 specified units of the Vocational Graduate Diploma of Family Dispute Resolution (CHC80207) or the equivalent units certified by a higher education provider*, **please attach evidence of competency for each unit.**

*The list of certified higher education providers is available at www.ag.gov.au/fdrproviders

Please complete **Section H Signature** and the Statutory Declaration at the end of this form and submit your application to the Practitioner Registration Unit.

You may also choose to complete **Attachment A (optional)**.

Section F. Not Registered before 1 July 2009

17. Please indicate the qualification/s you have completed:

Attach a copy of your qualification/s and/or academic transcript

Vocational Graduate Diploma of Family Dispute Resolution (CHC80207) or the equivalent qualification from a certified higher education provider*.

A higher education award, for example, law, psychology, social work, conflict management, mediation, dispute resolution or in a field or discipline relevant to the provision of family dispute resolution.

Please provide the full name of the qualification:

Assessed as competent by a Registered Training Organisation against each of the six compulsory units of competency of the Vocational Graduate Diploma of Family Dispute Resolution (CHC80207) or completed the equivalent units certified by a higher education provider*.

Accredited by a Recognised Mediation Accreditation Body under the National Mediator Approval Standards.

Name of the accreditation body and year accredited:

 Year:

*The list of certified higher education providers is available at www.ag.gov.au/fdrproviders

Please complete **Section G Complaints Mechanism and Professional Indemnity, Section H Signature** and the Statutory Declaration at the end of this form and submit your application to the Practitioner Registration Unit.

You may also choose to complete **Attachment A (optional)**.

Section G. Complaints Mechanism and Professional Indemnity

18. **Complaints mechanism:** What is the name of the body(ies) that will be handling any complaints made about *all* the family dispute resolution services you provide (list all relevant bodies)?

19. Please give details of the process/es you have in place for clients to make complaints about the family dispute resolution services you provide.

- Compliant with Standard 11 of the Family Relationships Services Program
- Other Internal complaints process (Commonwealth funded services only)
- Complaints mechanism through Professional Association
- Other, please provide details

20. **Professional Indemnity:** Do you have professional indemnity insurance or statutory indemnity?

- Yes No

21. Please indicate type of insurance and provide details:

- Professional indemnity insurance through membership
- Professional indemnity insurance through employer
- Statutory indemnity

Details:

Section H. Signature

Signature:


Date:

▶ Please complete the Commonwealth Statutory Declaration and return it with this application form. Your application will not be processed until all documents are received.

Privacy Notice

The Attorney-General's Department is collecting the information requested in the application and Commonwealth statutory declaration included in this package to:

- assess your suitability to be accredited as a family dispute resolution practitioner for the purpose of issuing certificates under section 60I of the *Family Law Act 1975*
- enable the public to locate registered family dispute resolution providers (no details about individuals who provide services on behalf of an 'approved' or 'designated' organisation will be publicly available unless the organisation confirms otherwise)
- enable the courts to verify that certificates under section 60I of the Act are issued by persons authorised under the Act to do so
- monitor compliance with conditions of accreditation, and
- compile reports on workforce statistics relating to the family dispute resolution services sector.

Upon registration, and with your agreement, the information provided in the application form denoted by an  symbol will be published on Family Relationships Online. In addition, if you are allocated a registration number, this will be accessible by the Federal Magistrates Court, the Family Court of Australia and the Family Court of Western Australia, in order to allow them to verify the legitimacy of certificates filed pursuant to section 60I of the Act. Registration numbers of Registered organisations will also be accessible by the courts.

If your application is unsuccessful you will be notified in writing and provided with reasons. If you decide to appeal the decision to refuse registration, the Attorney-General's Department will, if required, forward a copy of your application to the Administrative Appeals Tribunal or the Federal Court of Australia.

Public Availability (Optional)

Registered family dispute resolution practitioners may wish to make information about their services available to members of the public through Family Relationships Online (www.familyrelationships.gov.au).

If you would like your details to be available on Family Relationships Online, please complete this **Attachment A**.

If you provide services from more than one outlet, complete Attachment A for each outlet.

Where you are completing details for more than one outlet, please ensure that there is something included in the business or practice name to distinguish each outlet. For example, 'Jo Bloggs & Co. – Parramatta', 'Jo Bloggs & Co. – Blacktown'

👁 An eye symbol beside a field indicates that upon registration, the information in the field will be available, with your permission:

Do you agree to the items identified in this form with the symbol 👁 being publicly available upon registration?

- Yes (please complete this Attachment A)
 - No
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Complaints Mechanism and Outlet Details

1. **Complaints mechanism:** What is the name of the body that will be handling any complaints made about the family dispute resolution services you provide from *this outlet*?

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2. Please give details of the process you have in place for clients to make complaints about the family dispute resolution services you provide.

- Compliant with Standard 11 of the Family Relationships Services Program
- Other Internal complaints process (Commonwealth funded services only)
- Complaints mechanism through Professional Association
- Other, please provide details

3. For *this outlet*, do you have professional indemnity insurance or statutory indemnity?

Yes No

4. Please indicate type of insurance and provide details:

- Professional indemnity insurance through membership
- Professional indemnity insurance through employer
- Statutory indemnity

Details:

5. Business/practice name (includes first name and surname entered on the first page of the form):

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6. Physical address:

Town:

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State/Territory:

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Post Code:

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7. Is your business postal address different to that set out above?

Yes No (go to Question 9)

8. Business postal address:

Town:

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State/Terr:

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Post Code:

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9. Business telephone number (for public use):

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10. Office-use only telephone number (optional):

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(Question 10 is for official use by the Attorney-General's Department and the Family Relationship Advice Line only. This number will not be accessible by the public.)

11. Business mobile number (optional):

12. Business facsimile number (optional):

13. Toll free telephone number (optional):

14. TTY (optional):

15. Public e-mail (optional):

16. Web address (optional)

For Questions 17, 18 & 19, multiple boxes may be selected.

17. Which of the client groups listed below do you provide service to?

- Families and Children
- Adult family members
- Extended Families
- Other, please specify:

18. In which of the following areas do you provide services?

- Indigenous service
- Family separation
- Parenting arrangements
- Child support disputes
- Cases involving high conflict
- Property
- Legally assisted negotiations
- Culturally specific services, please specify:

- Other, please specify:

19. 👁 How are you able to deliver your services to clients?

- Face to Face
- Telephone
- Online
- Video conferencing
- Other, please specify:

Outlet Access Details

20. 👁 Opening hours:

'By negotiation' is not suitable for inclusion on Family Relationships Online. Please provide opening hours for days where this may apply.

Day	Open	Close
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

21. 👁 Service coverage:

You should indicate all the geographical areas in which this outlet provides family dispute resolution services by identifying either the appropriate location(s) and/or the appropriate postcode(s).

- by location:

- by postcode:

22. Is there wheelchair access at this outlet?

Yes

No

23. Is childcare available at this outlet?

Yes

No

24. Could an interpreter be made available at this outlet?

Yes

No

25. Is there parking available at this outlet?

Yes

No

26. Is there a bus stop within walking distance of this outlet?

Yes

No

27. Is there a taxi rank within walking distance of this outlet?

Yes

No

28. Is this outlet accessible by train?

Yes

No

29. Is this outlet accessible by tram?

Yes

No

30. How are services charged at this outlet? (Select one only)

Free

Charged

Free and Charged

If there is a cost associated with the service, please provide details. Include as much information as practicable (eg. there may be a sliding cost scale depending on ability to pay). Amounts should be specified. Your organisation can update these details at any time.

31. Additional cost information:

32. Other information (optional):

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailliff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court

Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
(c) exercising his or her function in that place

Employee of the Commonwealth who is:
(a) in a country or place outside Australia; and
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
(c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list
Judge of a court
Justice of the Peace

Magistrate
Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
Master of a court

Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:
(a) an officer; or
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
(c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:
(a) the Parliament of the Commonwealth; or
(b) the Parliament of a State; or
(c) a Territory legislature; or
(d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority; or
(c) a local government authority;
with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer
Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:
(a) the Commonwealth or a Commonwealth authority; or
(b) a State or Territory or a State or Territory authority

Sheriff
Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution