

Thank you for your enquiry regarding the Work and Development Permit (WDP) Scheme.

Peninsula Community Legal Centre has received funding from the Legal Services Board to develop the 'WDP Information Package' (**the WDP package**).

Who is the WDP package for?

You may find the package useful if you are either:

- An individual who is interested in participating in a WDP to clear your fines debt (**client**); or
- A provider who is interested in engaging your eligible clients in a WDP to assist them clear their fines debt (**sponsor**).

What is the purpose of the WDP package?

Individuals can read document 1 to understand the WDP process. Individuals can then approach providers with documents 2 to 6 and ask whether they will become their sponsor. Documents 2 to 6 will vest providers with useful material to assist them in the WDP process.

Alternatively, providers who are interested in becoming sponsors can read documents 2 to 6 to assist them in the WDP process. Once a provider has become accredited, they can provide their clients with document 1 so that clients can understand the WDP process.

What documents are in the WDP package?

1. **WDP Client Brochure:** This brochure provides a brief overview of the WDP process for eligible individuals/clients seeking to 'work off' their fines debt.
2. **WDP Sponsor Brochure:** This brochure provides a brief overview of the WDP process for providers/sponsors interested in providing services to eligible clients to enable them to 'work off' their fines debt.
3. **WDP Sponsor Roadmap:** This document provides a more in-depth explanation of the WDP process than the WDP Sponsor Brochure.
4. **WDP Client Intake Sheet:** This document assists sponsors in the determination of client's eligibility for a WDP and activity details.
5. **WDP Client Timesheet:** This document can be used by sponsors to record the time clients spend engaged in the sponsor's service(s).
6. **WDP Information Consent Form:** This document from Fines Victoria provides consent for an eligible person to be subject to a WDP and to provide certain information.

Please note that this information should not be used to replace the reading material provided by the Fines Victoria WDP Team.

Please contact Laura (Project Worker at PCLC) on 9783 3600 or lsanderson@pclc.org.au if you are interested in knowing more about the Scheme.

You can also contact the Fines Victoria WDP Team on 1300 323 483 or WDP@justice.vic.gov.au.

THE WDP INFO PACKAGE

1. WDP Client Brochure

What is fines debt?

Fines debt is money owed through incurring infringements such as public transport, toll, council and traffic fines.

What do I have to do?

If you are eligible for a WDP, you must find a sponsor who will provide you with an activity and will monitor your participation to clear your fines debt. You can do unpaid work, counselling, courses, treatment programs & more!

You may have options other than a WDP, such as:

- pay by installments;
- ask for an extension of time;
- ask for a review;
- apply to have the fine written off if you are experiencing homelessness, domestic problems, medical problems or exceptional circumstances.

This project was generously funded by the Legal Services Board



Donations over \$2.00 are tax deductible.

CONTACT US

9783 3600

1800 064 784

Head Office

441 Nepean Highway,
Frankston Vic 3199
(Mon to Fri 9am - 5pm)

WDP Project Worker

Laura Sanderson

d: 9784 4225

p: 9783 3600

e: lsanderson@pclc.org.au



WDP Operation Team

<https://www.justice.vic.gov.au/wdp>

1300 323 483

WDP@justice.vic.gov.au

www.pclc.org.au

e: pclc@pclc.org.au

f: 9770 5200

connect with us



Reg A8T

ABN 23591244622

CAN'T PAY YOUR FINES DEBT?

Work and Development
Permits (WDPs) allow eligible
people to 'work off'
their fines debt.

*This is part of an initiative provided by
the Department of Justice and Community Safety*



Peninsula
Community
Legal Centre

Under the Work and Development Permit (WDP) Scheme, if you are considered eligible you can engage with a 'sponsor' that will provide you with an activity and monitor the time you spend in their service so that you can 'work off' your fines debt.

However, a WDP will not lift any driving restrictions (license suspension or loss of demerit points).

WHAT ARE THE BENEFITS OF GOING ON A WDP?

- It is voluntary, meaning your sponsor can apply & reapply for a WDP on your behalf;
- You do not risk appearing at Court;
- Most fines are eligible (excluding fines issued by the court or in the name of a company and fines that have passed the 7 day notice period, served by the Sheriff);
- You can take responsibility by clearing your fines debt in a non-financial way and also improve your life by engaging in worthwhile services.

WHAT IS A SPONSOR?

A sponsor can be a health practitioner (doctor, nurse, OT or psychologist) or organisation (government agency, not-for-profit organisation, general practice or for-profit organisation).

A health practitioner or organisation must already be a sponsor or be willing to become an accredited sponsor before you can start working off your fines debt.

AM I ELIGIBLE?

Only certain people will be eligible for a WDP.

You may be eligible for a WDP if your sponsor determines that you are affected by:

- acute financial hardship (easiest to prove if you are on a Centrelink benefit);
- family violence;
- homelessness;
- mental illness;
- cognitive impairment; or
- addiction (drug, alcohol, gambling or volatile substances).

ACTIVITIES & WORK OFF RATES

The service your sponsor provides may count as an 'activity' under a WDP.

You and your sponsor determine the WDP activity (or activities) you will participate in.

If you engage in treatment given by a health practitioner or drug and alcohol counselling, you can work off **\$1,090.45 (6.6 penalty units) per month** of your fines debt.

If you engage in unpaid work, a course, counselling (incl. financial) or a mentor program (under 25 years) you can work off **\$49.57 (0.3 penalty units) per hour** of your fines debt.

HOW A WDP WORKS

1 Obtain advice on fine options

Make an appointment with a community legal centre (CLC), Legal Aid or financial counsellor to discuss your fines options, including if a WDP is right for you.

2 Find a sponsor

You can contact your local CLC or the Fines Victoria WDP Team and they might be able to help you find an accredited sponsor. Alternatively, you can ask any health practitioners or organisations in your area if they are willing to become accredited.

3 Agree on your activity

After your sponsor determines your eligibility, you and your sponsor decide what activity you will participate in. Your sponsor will apply for a WDP on your behalf. Once your WDP is applied for, your fines debt is put on hold.

4 Complete your activities

Complete the activities you have agreed to do. Your sponsor will report the hours/days you've spent engaged in your activity to the Fines Victoria WDP Team each month. If you don't complete your WDP, it may be cancelled and enforcement action will start again.

WDP is finalised when all the fines are 'worked off' or WDP end date reached.

2. WDP Sponsor Brochure

Fines debt - a real problem

Fines debt is money owed through incurring infringements such as public transport, toll, council, police and traffic fines.

The impact this debt has on vulnerable people in our catchment is devastating. Our infringement clients have an average of \$11,000 in fines debt.

Through a WDP you can change this as well as provide an additional incentive for them to remain engaged with your service.

CONTACT US

9783 3600

1800 064 784

Head Office

441 Nepean Highway,
Frankston Vic 3199
(Mon to Fri 9am - 5pm)

WDP Project Worker

Laura Sanderson

d: 9784 4225

p: 9783 3600

e: lsanderson@pclc.org.au



WDP Operation Team

<https://www.justice.vic.gov.au/wdp>
1300 323 483
WDP@justice.vic.gov.au

www.pclc.org.au

e: pclc@pclc.org.au

f: 9770 5200

connect with us



Reg A8T

ABN 23591244622

ARE YOUR CLIENTS AFFECTED BY FINES DEBT?

The Work and Development Permit (WDP) Scheme enables health practitioners and organisations to help vulnerable clients deal with their fine debt in a **non-financial way**.

This is part of an initiative provided by the Department of Justice and Community Safety.



Peninsula
Community
Legal Centre

This project was generously funded by the Legal Services Board



Donations over \$2.00 are tax deductible.

Under the Work and Development Permit (WDP) Scheme, health practitioners and organisations can become accredited 'sponsors' and provide activities so that the time a client spends engaged with their service they can 'work off' their fines debt.

Fines issued by the court or in the name of a company and fines that have passed the 7 day notice period issued after 31 Dec 2017 (served by the Sheriff) are ineligible for inclusion on a WDP.

SPONSOR ELIGIBILITY

You must become an accredited sponsor before your client can start 'working off' their fines debt.

A sponsor can either be a health practitioner (doctor, nurse, OT or psychologist) or an organisation (government agency, not-for-profit organisation, general practice, for-profit organisations).

CLIENT ELIGIBILITY

Only certain clients will be eligible for a WDP.

Your client may be eligible for a WDP if they are affected by:

- acute financial hardship (easiest to prove if client is on a Centrelink benefit);
- family violence;
- homelessness;
- mental illness or cognitive impairment;
- addiction (drug, alcohol, gambling or volatile substances).

Clients only need to meet one to be eligible. This might be part of your regular client intake process.

Date of publication: 15 July 2019

ACTIVITIES & WORK-OFF RATES

The services you provide may count as an activity (or activities) under a WDP.

Clients can engage in treatment given by a health practitioner or drug and alcohol counselling and work off **\$1,090.45 (6.6 penalty units) per month** of their fines debt.

Clients can engage in unpaid work, a course, counselling (incl. financial) or a mentor program (under 25 years) and work off **\$49.57 (0.3 penalty units) per hour** of their fines debt.

APPLYING FOR ACCREDITATION

Health practitioners must provide the following information:

- Australian Health Practitioner Regulation Agency (AHPRA) number.

Organisations must provide the following information:

- details of client group & type of activities
- key person contact details
- ABN
- insurance cover
- Working with Children's Check (if applicable).

Depending on the type of organisation you are, additional information may be required.

APPLYING FOR A WDP

A sponsor must provide the following information:

- client and sponsor details
- fine details
- WDP activity
- estimated end time
- client consent

If your client is already on other fine arrangements, you can discuss with your client whether this continues or not. Also, you can discuss with client whether fines issued in the future will be included.

HOW A WDP WORKS

1 Client has fines debt.

Your client should obtain advice on fines options with a community legal centre, Legal Aid or financial counselor before they engage in a WDP with you.

2 You apply for accreditation.

This step only needs to be done once! Apply online: <https://wdp.vic.gov.au>. Read the Sponsor Handbook & WDP System Sponsor Guide provided by the Fines Victoria WDP Team.

3 You identify if your client is eligible.

A record of this must be maintained.

4 You and your client agree on an activity.

5 You apply for a WDP.

Apply online: <https://wdp.vic.gov.au>. Once the WDP is applied for, fines debt is put on hold.

6 You provide & report activity.

Online reporting of time client spends in activity is available on the first day of each month: <https://wdp.vic.gov.au>. A record of this must be maintained. Time a client spends in an activity prior to an approved WDP cannot be backdated.

WDP is finalised when all the fines are 'worked off' or WDP end date reached.

WDP SPONSOR ROADMAP

3. WDP Sponsor Roadmap

Here is an overview of the WDP Scheme from the sponsor's perspective and is not intended to replace WDP reading material.

Contacting a Community Legal Centre first

Your client should contact a local Community Legal Centre or financial counsellor so that they can be advised on all their infringement options before a WDP is chosen.

WHAT IS A WDP?

Work and Development Permit (WDPs) allow people who are vulnerable/disadvantaged to 'work off' their fine debt instead of paying money out of their pocket.

Health practitioners and organisations can become accredited sponsors and provide activities so that the time that a client spends engaged with the provider's service(s) they can clear their debt.

This is part of an initiative provided by the Victorian Department of Justice and Community Safety.

What is fines debt?

Fines debt is money owed through incurring infringements such as public transport, toll, council, police and traffic fines.

Characteristics of a WDP

- *Some fines are ineligible.* Fines issued by a court or in the name of a company and fines that have passed the 7-day notice period issued after 31 December 2017 (served by the Sheriff) are ineligible for inclusion on a WDP.
- *Fines are worked off from oldest to newest.* Although a client cannot choose which fines to work off first, they can strategically select and de-select which fines they want on their WDP. This provides clients with infringement options to place fines on other arrangements or schemes.
- *Available during Infringement Stage, Enforcement Stage and up until expiry of '7-day notice' (served by Sheriff).*
- *Participating in a WDP is not an admission of guilt.* Rather a client submits that, because of their particular circumstances, they are unable to pay their fine. However, the client may still lose their demerit points and/or their drivers licence (if applicable).
- *There is no cap on the infringement amount for a client to be eligible for a WDP.*
- *Driving restrictions (license suspension or loss of demerit points) will not be lifted.*

SPONSOR'S RESPONSIBILITIES

In order for a client to successfully complete a WDP a provider must undertake the following responsibilities:

A. Apply to become an accredited sponsor

An organisation or health practitioner can apply to become a WDP accredited sponsor through the WDP portal at <https://wdp.vic.gov.au/login>. This step only needs to be done once!

WHAT IS A WDP?

SPONSOR'S RESPONSIBILITIES

Contact details

Laura Sanderson

✉ lsanderson@pclc.org.au

☎ (03) 9784 4225

WDP SPONSOR ROADMAP

The following providers can apply to become accredited sponsors:

Organisations

Government agency;
Not-for-profit organisation;
General practice; or
For-profit organisation (limited circumstances).

Health practitioners

Doctor;
Nurse;
Psychologist; or
Occupational therapist.

An interstate provider can also fall under one of the above categories.

To become accredited, providers must provide certain information:

| | |
|----------------------------|---|
| Health practitioner | <ol style="list-style-type: none">1. Australian Health Practitioner Regulation Agency (AHPRA) number; and2. Confirmation of a complaints procedure. |
| Organisation | <ol style="list-style-type: none">1. Details of client group with which the organisation works with and activities that will be provided;2. Confirmation that staff are appropriately trained and qualified;3. 'Key person' contact details and Australian Business Number (ABN);4. Evidence of insurance cover (certificate of currency);5. Confirmation that the organisation has a complaints procedure; and6. Evidence of a Working with Children Check (if applicable). |

Certain types of organisations have to provide additional information:

| | |
|--------------------------------|--|
| General practice | <ol style="list-style-type: none">1. Evidence of accreditation against the Royal Aust College of General Practice Standards2. Contact details & AHPRA number of health practitioner providing treatment under a WDP3. Details of any outstanding complains/notification against any health practitioners providing treatment under a WDP |
| Non-profit organisation | <ol style="list-style-type: none">1. Evidence of capacity to work with government to deliver services and comply with contract service agreements |
| For-profit organisation | <ol style="list-style-type: none">1. Evidence of objective, governance and funding and how they are consistent with WDP objectives2. Evidence of any past service agreements with government & evidence of compliance |

NOTE:

Once you have become accredited you can manage client referrals in the following ways –

- Accept client referrals from the Fines Victoria WDP Team (contact the WDP Team about this)
- Accept client referrals from your local community legal centre (contact your local centre about this)
- Do not accept client referrals from other services and only assist clients that already use your service.

Once your application has been approved, you will receive an acknowledgement email from the Fines Victoria WDP Team (WDP Team) and will be provided with WDP reading material. You will also receive another email with your WDP portal login details and a confirmation letter.

WDP SPONSOR ROADMAP

B. Determine the client's eligibility for a WDP

A person is eligible to apply for a WDP if they are *currently* –

- Experiencing acute financial hardship (including being on a Centrelink benefit);
- Homeless or living in temporary accommodation;
- Experiencing family violence;
- Affected by a mental or intellectual disability, disorder or illness;
- Are affected by an addiction to drugs, alcohol or volatile substances (gambling is also now included).

NOTE:

More information about each of the eligibility categories can be found in pages 19 – 24 of the 'WDP Sponsor Handbook' provided by the Fines Victoria WDP Team.

As a sponsor, you determine whether clients are eligible for a WDP and clients only need to meet one. A record does not need to be kept on the WDP portal, but a record must be kept on file (in the event that you are audited). The WDP Client Intake Sheet (attached) may assist you in determining whether your clients are eligible.

EXAMPLES:

Examples of supporting evidence proving your client is eligible for a WDP: your regular client intake process, a letter from the client's health practitioner, financial counsellor or caseworker or proof that the client is on a partial/full disability pension describing their disability.

C. Help the client plan their activity/activities

If the client is eligible for a WDP, the sponsor (not the client) will submit an application to the Fines Victoria WDP Team (WDP Team) for assessment and approval.

Once your client's WDP has been assessed and approved, your client may undertake activities to reduce the client's fine debt throughout the month.

What is an activity?

An 'activity' is a service provided by an accredited sponsor that has a clearly defined beginning and end date, which has been designed by the sponsor. An activity can be a treatment program given by a health practitioner, drug and alcohol counselling, unpaid work, courses (educational, vocational or life skills), counselling (including financial) and/or a mentor program (clients 25 years or younger).

EXAMPLE:

An eligible activity could be a 10-month mental health care plan as it is a service provided and designed by a psychologist with a clear beginning and end date.

An activity can be where the client does something with your service or does something in relation to the services you provide, but does not include something you do on behalf of the client.

EXAMPLE:

You are a financial counsellor and an accredited WDP sponsor. An activity could be the time a client spends engaged with you on the phone or at face-to-face appointments. An activity could also include the time a client spends collecting supporting documentation from Centrelink.

However an activity does not include the time you spend collecting supporting documentation from Centrelink on behalf of your client.

WDP SPONSOR ROADMAP

Activity is planned by the sponsor and the client

Together, the sponsor and the client plan the activity/activities that will be performed by the client as part of their WDP.

NOTE:

The activity provided does not need to be directly connected to the client's eligibility for their WDP.

For example, a client could be eligible for a WDP because they are receiving a Centrelink benefit and can participate in a volunteering program (which is not directly related to their financial hardship) as part of their WDP activity.

Work-off rates

Different activities attract different work off rates.

A client who engages in the following activities can currently work off **\$1,090.45 (6.6 penalty units until 30 June 2020) per month** per activity –

- Treatment given by a health practitioner (doctor, psychologist or nurse); and
- Drug and alcohol counselling.

NOTE:

There are no constraints on how long or frequently an activity must be to claim the full amount.

For example, a client could attend a drug and alcohol counselling session *once* in the month and work off \$1090.45 of their fines debt. A client could also see their drug and alcohol counsellor multiple times in the month and will still work off \$1090.45.

A client who engages in the following activities can currently work off **\$49.57 (0.3 penalty units until 30 June 2020) per hour** per activity –

- Unpaid work;
- Courses (educational, vocational or life skills);
- Counselling, including financial counselling (excluding drug and alcohol counselling); and
- Mentor program (clients under age of 25 years).

NOTE:

It is a voluntary scheme. Therefore, the client's participation must also be voluntary. Clients with mandated orders cannot have activities that are subject to those orders included on their WDP.

Also, because the scheme is voluntary, a client can apply and reapply for a WDP as they choose (provided the fine(s) have not passed the 7-day notice period, served by the Sheriff).

NOTE:

A client cannot count the time spent in prison towards working off their WDP, however they can count the time spent in remand.

WDP SPONSOR ROADMAP

Activity design

A WDP activity can include just one activity or it can include multiple activities. This is up to the discretion of the sponsor.

EXAMPLE:

A sponsor that is a drug and alcohol agency could provide financial counselling and psychological counselling as part of the **one WDP activity** for their client. This would attract a work off rate of \$1090.45 a month off their fines debt as part of a drug and alcohol treatment program.

By contrast, a sponsor that is a drug and alcohol agency could include financial counselling and psychological counselling as part of **two separate WDP activities** for their client. This would attract a work off rate of \$1090.45 a month off their fines debt as part of a drug and alcohol treatment program **and** a work off rate of \$49.57 per hour off their fines debt as part of a counselling program provided by a financial counsellor.

The work off rate is determined by the sponsor's staff member that *designs* the WDP activity.

EXAMPLE:

A sponsor that is a youth mentoring agency could provide a treatment program that has been designed by a nurse within the agency. Because the program has been designed by a health practitioner it attracts a work off rate of \$1090.45 a month.

Third party providers

A client can engage with more than one provider that is 'linked' to their current sponsor, this provider is known as a third party provider.

The sponsor will be responsible for reporting the client's participation in activities it provides as well as other third party provider(s).

NOTE:

A third party provider can assume the responsibilities of the supervising sponsor and subsequently become the client's sponsor.

EXAMPLE:

A client could see a psychologist from organisation A as their sponsor and a drug and alcohol counsellor from organisation B as their third party provider.

D. Applying for a WDP on behalf of the client; and

A sponsor must apply for a WDP on behalf of the client through the WDP portal at <https://wdp.vic.gov.au/login>. To apply for a WDP, a sponsor must provide the following information –

- Details about the client and the sponsor;
- As much detail as possible about the client's outstanding fine(s);
- Nature of the WDP activity provided by the sponsor;
- The estimated time of completing the WDP; and
- The client's consent (WDP Information Consent Form attached).

WDP SPONSOR ROADMAP

The WDP Client Intake Sheet (attached) may assist you in applying for WDPs.

NOTE:

Once the WDP has been applied for the eligible fines are put on hold.

NOTE:

If your client is already on another fine arrangement, you can discuss with your client whether this continues or not. Also, you can discuss with your client whether fines issued in the future will be included.

The WDP Team handles the client's fine management. They –

- Provide a total indebtedness with Fines Vic;
- Identify fines with Fines Vic and other external agencies (e.g. local councils and Public Transport fines); and
- Identify new fines while client is participating in their WDP.

E. Monthly report of client's participation in the WDP activity.

An accredited sponsor must manage their client's WDP in the following ways –

- Reporting once a month to the WDP Team the number of hours/days for each activity the client has participated in; and
- Maintaining accreditation.

A record does not need to be kept on the WDP portal, but a record of participation must be kept on file. The WDP Client Timesheet (attached) may assist you in reporting.

On the first day of each month the activity reporting function will become available for the previous month and **the client's WDP will be cancelled 28 days after the sponsor stops reporting.**

NOTE:

No backdating. The time a client spends in an activity *prior* to having an active WDP cannot be counted as time worked off towards their current WDP.

NOTE:

Alcoholics and Narcotics Anonymous ordinarily do not qualify as eligible WDP activities. This is because the program is anonymous and sponsors cannot report attendance. However, if the sponsor can verify attendance, this will be sufficient to qualify as an eligible WDP activity.

Finalisation of a WDP

Once either all the fines have been worked off or the end-date has been reached, the WDP can be finalised.

Author: Laura Sanderson is a Project Worker at Peninsula Community Legal Centre. The project, funded by the Legal Services Board, aims to integrate the WDP scheme. If you are interested in becoming a sponsor please contact Laura on lsanderson@pclc.org.au or (03) 9784 4225. Alternatively, contact the Fines Victoria WDP Team on 1300 323 483 or WDP@justice.vic.gov.au.

4. WDP Client Intake Sheet

1. CLIENT DETAILS **portal requirements*

Completed by WDP Authorised Person

| | |
|-----------------------------------|----------------|
| FIRST & LAST NAME* | CLIENT NO |
| ALIASES (if any)* | DATE OF BIRTH* |
| ADDRESS* | |
| EMAIL | |
| DRIVERS LICENCE NO & STATE ISSUED | CONTACT NO |

2. CLIENT ELIGIBILITY

Completed by WDP Authorised Person

Client is eligible for a WDP because they are currently experiencing one of the following circumstances (please tick)*:

- | | |
|---|--------------------------|
| Acute financial hardship (incl. receiving a Centrelink benefit) | <input type="checkbox"/> |
| Homelessness or living in temporary accommodation | <input type="checkbox"/> |
| Victim of family violence | <input type="checkbox"/> |
| Mental or intellectual disability | <input type="checkbox"/> |
| Addiction to drugs, alcohol, volatile substances or gambling | <input type="checkbox"/> |

| NAME | OCCUPATION |
|------|------------|
|------|------------|

I confirm that this client is currently experiencing one of the aforementioned circumstances because*:

.....

.....

.....

.....

.....

.....

.....

.....

..... (WDP Authorised Person's signature) *Add docs may be attached: YES/NO/...../..... (date)

3. FINES INFORMATION *not all fines required*

Completed by WDP Authorised Person

| Obligation number* | Fine details* | Location fine incurred* |
|--------------------|---------------|-------------------------|
|--------------------|---------------|-------------------------|

WDP CLIENT INTAKE SHEET



Peninsula
Community
Legal Centre

4. WDP & ACTIVITY DETAILS

Completed by WDP Authorised Person & Client

| ACTIVITY TYPE* | WORK OFF RATE | ACTIVITY DESCRIPTION* –to be completed by WDP Authorised Person. Additional docs may be attached: YES/NO (please circle). Can incl. multiple activities. | EST. HRS PER/M* |
|--|--|---|-----------------|
| Treatment by a health practitioner; drug & alcohol counselling | \$1,090.45 (6.6 penalty units until 30 June 2020) per month | | |
| Unpaid work; courses; counselling (incl. fin counselling); or mentor program | \$49.57 (0.3 penalty units until 30 June 2020) per hour | | |

WDP activity will not include any mandated treatment or work (eg mutual obligations & Community Corrections Orders) ☐

WDP will not include ineligible fines (issued by the court, in the name of company or passed 7 day notice period) ☐

Discussed whether client has authorised new fine(s) to be added onto WDP in future: YES/NO (please circle) ☐

Discussed if client on other fine arrangement(s). If so, will other fine arrangement(s) continue? YES/NO (please circle) ☐

Discussed if any Third Party Providers will be included on client's WDP. If so, please provide name ☐

Discussed WDP estimated end time. Client's WDP is due to be completed on/...../..... (date) ☐

PROVIDER'S NAME

POSITION HELD

WDP AUTHORISED PERSON'S NAME

BEST CONTACT

..... (WDP Authorised Person's signature)

...../...../..... (date)

I confirm that I will endeavour to complete my WDP by participating in the above described activity/activities:

..... (Client's signature)

...../...../..... (date)

This project was generously funded by the Legal Services Board

WDP ATTENDANCE SHEET

5. WDP Client Timesheet

Completed by **WDP Authorised Person**

CLIENT NAME:

CLIENT NO:

| | DATE (dd/mm/yy) | ACTIVITY TYPE | HRS | CLIENT'S SIGNATURE | WDP SUPERVISOR'S SIGNATURE | COMMENTS |
|----|-----------------|---------------|-----|--------------------|----------------------------|----------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |

This project was generously funded by the Legal Services Board

Date of publication: July 2019

WDP ATTENDANCE SHEET

| | DATE (dd/mm/yy) | ACTIVITY TYPE | HRS | CLIENT'S SIGNATURE | WDP SUPERVISOR'S SIGNATURE | COMMENTS |
|----|-----------------|---------------|-----|--------------------|----------------------------|----------|
| 21 | | | | | | |
| 22 | | | | | | |
| 23 | | | | | | |
| 24 | | | | | | |
| 25 | | | | | | |
| 26 | | | | | | |
| 27 | | | | | | |
| 28 | | | | | | |
| 29 | | | | | | |
| 30 | | | | | | |
| 31 | | | | | | |
| 32 | | | | | | |
| 33 | | | | | | |

CERTIFICATION STATEMENT

Completed by **Client** prior to attendance recorded

I certify that I have read and understood the information in this form and that:

- The information in the attendance sheet, including the record of my actual hours of attendance on the Work and Development Permit Scheme are true and correct;*
- I understand that giving false or misleading information is a serious offence.*

Client's signature:

Date: ____/____/____

Sponsors name:

WDP Authorised Person's name & contact details:

**1st day of each month activity reporting function
will become available for previous month*

This project was generously funded by the Legal Services Board

Date of publication: July 2019

This consent form **must** be completed by an accredited agency or accredited health practitioner and the eligible person when applying for a Work and Development Permit (WDP). The accredited agency or accredited health practitioner must retain the completed consent form on record. The accredited agency or accredited health practitioner must be able to provide a copy of the completed form, if requested to do so by the Director, Fines Victoria.

What is this form?

This form provides consent for an eligible person to be subject to a WDP and to provide certain information.

Why is this form required?

The consent of an eligible person is required by law for an accredited agency or accredited health practitioner to apply for a WDP on the eligible person's behalf.

An eligible person must complete this form in order to be subject to a WDP.

An accredited agency or accredited health practitioner must obtain the completed and signed consent form when applying for a WDP on behalf of an eligible person and must retain it on record.

The Director, Fines Victoria may request a copy of the signed consent form.

Why is information being collected?

An accredited agency or accredited health practitioner and the Director, Fines Victoria need information about an eligible person to process an application for a WDP.

The *Fines Reform Act 2014* establishes WDPs. The Director, Fines Victoria is authorised to collect and share an eligible person's information, pursuant to the *Fines Reform Act 2014* and the WDP guidelines made by the Attorney-General.

Who is the Director, Fines Victoria?

The Director, Fines Victoria is responsible for administering WDPs. The Director, Fines Victoria or the Director's delegate may carry out functions relating to a WDP.

The Department of Justice and Regulation (DJR) is the government department that is responsible for managing Victoria's infringement and enforcement systems. Fines Victoria is an administrative body within DJR.

What does an accredited agency or accredited health practitioner do?

An accredited agency or accredited health practitioner is an organisation or health practitioner accredited by the Director, Fines Victoria. An accredited agency or accredited health practitioner may apply for a WDP on behalf of an eligible person and must supervise an eligible person undertaking a WDP.

With whom may relevant information be shared?

Relevant information about an eligible person may be collected and shared by:

- the Director, Fines Victoria
- an accredited agency or accredited health practitioner
- an organisation or individual to which an accredited agency or accredited health practitioner has referred an eligible person to undertake WDP activities, and
- an enforcement agency*.

How will information be used?

Relevant information will only be collected and shared where it is necessary to process an application for a WDP or to administer a WDP.

What are the rights of an eligible person?

An eligible person may request access to information that the Director, Fines Victoria has collected about the eligible person. An eligible person may access this information:

- by contacting the Director, Fines Victoria
- by contacting the DJR Information and Privacy Unit, or
- under the *Freedom of Information Act 1982*, where necessary.

Further information


The DJR Information Privacy Policy is available at: justice.vic.gov.au

For further information regarding this consent, contact the WDP Operations Team at 1300 323 483 or wdp@justice.vic.gov.au

* An enforcement agency is an organisation that is empowered to deal with offending by issuing infringement notices. An enforcement agency may be, for example, a government agency, local council, educational body, health organisation or industry regulator.

CONSENT TO BE SUBJECT TO A WORK AND DEVELOPMENT PERMIT

Part A: Accredited agency or accredited health practitioner obtaining consent


| | |
|--|--------------------------|
| Name of accredited agency or accredited health practitioner | |
| <div></div> | |
| Name of person completing this form on behalf of an accredited agency or an accredited health practitioner | |
| <div></div> | |
| Position | |
| <div></div> | |
| Email | Preferred contact number |
| <div></div> | <div></div> |
| Your signature | Date |
| <div></div> | <div></div> |

Part B: Person subject to a Work and Development Permit

I consent to be subject to a Work and Development Permit.

I authorise and consent to the information I provide in my application for a Work and Development Permit, and any other information I provide in relation to a WDP that is issued to me, or relevant information about me that is held by an enforcement agency, to be collected and shared by:

- the Director, Fines Victoria
- an accredited agency or accredited health practitioner
- an organisation or individual to which an accredited agency or accredited health practitioner has referred me to undertake WDP activities, and
- an enforcement agency.

| | | |
|--|--------------------------|----------------------------|
| Title | Date of birth | |
| <div></div> | <div></div> | |
| Family Name (Surname) | | |
| <div></div> | | |
| Given Name(s) | | |
| <div></div> | | |
| Street Address (include house, unit or apartment number) | | |
| <div></div> | | |
| Street/Town/City | | |
| <div></div> | | |
| State | Postcode | Country (if not Australia) |
| <div><div></div></div> | <div></div> | <div></div> |
| Email | Preferred contact number | |
| <div></div> | <div></div> | |
| Your signature | Date | |
| <div></div> | <div></div> | |