

THE WDP INFO PACKAGE

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?

The WDP package is designed to assist accredited sponsors (health practitioners and organisations) integrate the WDP.

This information should not be used to replace the reading material provided by the Fines Victoria WDP Team.

What documents are in the WDP package?

The WDP package includes the following documents –

1. **Brochure:** Assists clients and sponsors understand the WDP process.
2. **Client Intake Sheet:** Assists sponsors in determining client eligibility for WDP and assists sponsors in WDP application process. Also includes Fines Victoria's Information Consent Form.
3. **Client Attendance Sheet:** Assists sponsors in reporting client participation in WDP activity.

Contact Laura Sanderson (Project Worker at PCLC) on (03) 9783 3600 or lsanderson@pclc.org.au if you are interested in knowing more about the WDP Scheme. Laura is responsible for integrating and promoting the WDP Scheme in Melbourne's Southern region.

You can also contact the Fines Victoria WDP Team on 1300 323 483 or WDP@justice.vic.gov.au. This team is responsible for administering WDPs.

Tom's story (client)

Tom is 17 years old and is currently struggling with a drug addiction. He has \$2,000 in unpaid fines.

Tom goes to his local community legal centre about his unpaid fines and has been told that a Work and Development Permit (WDP) Scheme is a good option for him.

Tom has been attending a drug treatment program at an organisation called YouthOrg that helps disadvantaged youth.

Tom asks YouthOrg if they will become his 'sponsor' and YouthOrg agrees.

YouthOrg applies for a WDP on behalf of Tom and by attending his drug treatment program Tom is able to 'work off' \$1090.45 per month off his unpaid fines.

In two months Tom's debt is cleared.

YouthOrg's story (sponsor)

YouthOrg is an organisation that provides drug and alcohol treatment programs to disadvantaged youth. YouthOrg has a client (Tom) who has a drug addiction and \$2,000 in unpaid fines.

Tom currently sees Susie, his alcohol and drug youth worker at YouthOrg. He asks if YouthOrg will be his 'sponsor' and YouthOrg agrees. YouthOrg becomes accredited online through Fines Victoria.

YouthOrg applies for a WDP on behalf of Tom using the WDP portal. YouthOrg determines that Tom is eligible for a WDP because of his addiction and has a record of this in Susie's case notes.

YouthOrg applies for a WDP on behalf of Tom and each month records the time Tom spends in his drug treatment program. YouthOrg has a record of Tom's attendance on their system.

Tom 'works off' his unpaid fines by \$1090.45 per month and in two months Tom's debt is cleared.

PCLC

PCLC is a community legal centre that helps people struggling with unpaid fines as well as family law, family violence, tenancy and other legal issues.

Unpaid fines

Unpaid fines include public transport, toll, council, voting, police and traffic fines.

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

The WDP

WDPs provide a therapeutic and flexible option for vulnerable people with unpaid fines before they reach the court. It can also act as an incentive for people to remain engaged in services and can help them feel empowered as they gain control over their debt.

Sponsors

Accredited sponsors, why not ask every client you see if they have unpaid fines? The more you ask the more people you can help!

You can also ask the Fines Victoria WDP Team and/or your local community legal centre to be added to their list of sponsors if you'd also like to receive client referrals from them.

This project was generously funded by the Legal Services Board



Donations over \$2.00 are tax deductible.

CONTACT US

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Fines Victoria WDP Team

Administers WDPs
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e: WDP@justice.vic.gov.au
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pclc@pclc.org.au
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connect with us



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UNPAID FINES?

The Work and Development Permit (WDP) Scheme provides a non-financial way for vulnerable people to clear their unpaid fines by 'working them off' with the help of health practitioners and organisations.

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



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Under the Work and Development Permit (WDP) Scheme, eligible people can 'work off' their unpaid fines. A health practitioner or an organisation can become an accredited sponsor online through Fines Victoria. A sponsor can provide treatment, courses or other activities so that the time a client spends engaged in a sponsor's service counts towards clearing this debt.

- Driving restrictions will not be lifted
- Only voluntary treatments/courses/activities are eligible
- No cap on debt to be eligible for a WDP
- Flexible completion date
- Some fines are ineligible incl. court fines, fines in name of company and some fines passed 7 day notice period served by Sheriff

WHAT IS A SPONSOR?

Sponsors include:

- Health practitioners (doctor, nurse, OT or psychologist); and
- Organisations (government agency, not-for-profit organisation, general practice, for-profit organisations).

A health practitioners or an organisation must already be a sponsor or willing to become a sponsor before a WDP can be applied for.

WHO IS ELIGIBLE FOR A WDP?

A person must be affected by at least one of the following:

- acute financial hardship (incl. being on a Centrelink benefit);
- family violence;
- homelessness (or in temporary accommodation);
- mental illness or cognitive impairment; or
- addiction (drug, alcohol, gambling or volatile substances).

A person's eligibility for a WDP does not need to be directly related to their treatment/course/activity.

Date of publication: January 2020

WHAT ARE THE WORK OFF RATES?

Treatments, courses and other activities have different 'work off' rates.

Treatment given by a health practitioner or drug and alcohol counselling enable eligible people to work off **\$1,090.45 (6.6 penalty units) per month** of their unpaid fines.

Unpaid work, courses, counselling (incl. financial) or mentor programs enable eligible people to work off **\$49.57 (0.3 penalty units) per hour** of their unpaid fines.

Person can participate in multiple activities and work off debt faster.

SPONSOR ACCREDITATION

Health practitioners must provide the following info:

- Australian Health Practitioner Regulation Agency (AHPRA) number.

Organisations must provide the following info:

- 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 additional info may be required.

SPONSOR APPLYING FOR A WDP

A sponsor must provide the following info:

- persons details
- fine info (one or two infringement notices)
- WDP activity (course/treatment/other activity)
- estimated completion date
- confirmation of signed Information Consent Form

If person is on other fine arrangements (e.g. payment plan), sponsor should ask if this will continue. Also, sponsor should ask whether fines in the future will be incl. on WDP.

HOW A WDP WORKS

1 Person has unpaid fines.

Before choosing a WDP, person can get advice on fines options from community legal centre or Legal Aid (or info from financial counsellor).

2 Person finds Sponsor. Sponsor is accredited.

Person can find sponsor by:

- contacting community legal centre;
- contacting Fines Victoria WDP Team; or
- asking health prac/org to become sponsor.

Sponsor accreditation (only needs to be done once!):

- apply online: <https://wdp.vic.gov.au>;
- once accredited, sponsor receives reading material (incl Info Consent Form) and portal login details from Fines Victoria WDP Team.

3 Sponsor applies for WDP.

Sponsor must:

- agree on treatment/course/activity with person;
- sign Info Consent Form with person;
- apply online: <https://wdp.vic.gov.au> (need 1 or 2 infringement notices from person); and
- have record on file proving person's eligibility e.g. case/file notes or supporting docs.

Once WDP applied for unpaid fines on hold. Fines Victoria WDP Team will also provide person's total indebtedness

4 Person engages with sponsor & sponsor reports participation.

Sponsor must:

- report online: <https://wdp.vic.gov.au> (can report on 1st of each month); and
- maintain record of participation on file e.g. case/file notes or evidence of client appt.

Remember:

- Participation (prior to approved WDP) cannot be backdated.
- Person can only have 1 sponsor at a time but person can be referred to multiple 'third party providers'.
- WDP cancelled after 28 days of no reporting

CLIENT INTAKE SHEET

*portal requirements



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1. CLIENT DETAILS

FIRST & LAST NAME (and aliases if any)*	DATE OF BIRTH*
ADDRESS*	
BEST CONTACT	DRIVERS LICENCE NO & STATE ISSUED:

2. CLIENT ELIGIBILITY

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"/>

I confirm that this client is currently experiencing one of the aforementioned circumstances because*: Add. docs may be attached: YES/NO

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3. FINES INFORMATION

Only record of one or two fines needed

Obligation number*	Fine details*	Location fine incurred*
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4. WDP ACTIVITY

Client will engage in the following as part of their WDP activity (please tick)*:

		EST HRS PER/M
Treatment by a health practitioner	\$1,090.45 (6.6 penalty units until 30 June 2020) per month	<input type="checkbox"/>
Drug and alcohol counselling	\$1,090.45 (6.6 penalty units until 30 June 2020) per month	<input type="checkbox"/>
Unpaid work	\$49.57 (0.3 penalty units until 30 June 2020) per hour	<input type="checkbox"/>
Courses (educational, vocational or life skills)	\$49.57 (0.3 penalty units until 30 June 2020) per hour	<input type="checkbox"/>
Counselling (incl. financial counselling)	\$49.57 (0.3 penalty units until 30 June 2020) per hour	<input type="checkbox"/>
Mentor programs (clients under age of 25 years)	\$49.57 (0.3 penalty units until 30 June 2020) per hour	<input type="checkbox"/>

Description of activity: Add. docs may be attached YES/NO

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5. CHECKLIST

WDP activity will not include any mandated treatment or work eg mutual obligations & Community Corrections Orders	<input type="checkbox"/>
WDP will not include ineligible fines ie fines issued by the court, in the name of company or passed 7 day notice period	<input type="checkbox"/>
Discussed whether client has authorised new fine(s) to be added onto WDP in future: YES/NO (please tick)	<input type="checkbox"/>
Discussed if client currently on other fine arrangement(s). If so, will other fine arrangement(s) continue? YES/NO (please tick)	<input type="checkbox"/>
Discussed if any Third Party Providers will be included on client's WDP. If so, Third Party Providers name:	<input type="checkbox"/>
Discussed WDP estimated end time. Client's WDP is due to be completed on: (date)	<input type="checkbox"/>
Information consent form signed	<input type="checkbox"/>

AUTHORISED PERSONS NAME	BEST CONTACT	DATE
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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

Name of person completing this form on behalf of an accredited agency or an accredited health practitioner

Position

Email

Preferred contact number

Your signature

Date

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

Family Name (Surname)

Given Name(s)

Street Address (include house, unit or apartment number)

Street/Town/City

State

Postcode

Country (if not Australia)

Email

Preferred contact number

Your signature

Date

CLIENT ATTENDANCE SHEET

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

CLIENT NAME:

CLIENT NO:

	DATE	WDP ACTIVITY	HRS	CLIENT'S SIGNATURE	AUTHORISED PERSON'S SIGNATURE	COMMENTS
1						
2						
3						
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AUTHORISED PERSONS NAME

BEST CONTACT

DATE