

THE WDP INFORMATION PACKAGE

The Work and Development Permit (WDP) Scheme is a social justice initiative by Fines Victoria that allows eligible people to 'work off' their unpaid fines by engaging with health practitioners & organisations (known as 'sponsors'). Sponsors provide treatment, courses and other activities and report participation to help reduce this debt.

Peninsula Community Legal Centre (PCLC) has received funding from the Legal Services Board to develop the WDP Information Package. This does not replace reading material provided by the Fines Victoria WDP Team.

The WDP Information Package is designed to assist sponsors (health practitioners and organisations) integrate the WDP Scheme and includes –

1. **Sponsor Poster:** Editable PDF format
2. **WDP Brochure**
3. **Client Intake Sheet:** Optional fillable PDF form (incl. pg. 2 Fines Victoria Information Consent Form)
4. **Client Attendance Sheet:** Optional fillable PDF form

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- WDP-business integration (incl. staff WDP information sessions)
- Promotion and advocacy
- Client-sponsor 'matching' service

Fines Victoria WDP Team: 1300 323 483 or WDP@justice.vic.gov.au.

- Fine & WDP portal assistance

Tom's story (client)

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

Tom has received advice on his fines options from his local community legal centre.

Tom has been attending a drug treatment program at an organisation called YouthOrg.

YouthOrg agrees to become Tom's sponsor.

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 fines debt is cleared.

YouthOrg's story (sponsor)

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

Tom currently sees Susie (Alcohol and Drug Youth Worker at YouthOrg) and YouthOrg agrees to become Tom's sponsor. YouthOrg gets accredited with Fines Victoria.

YouthOrg applies for Tom's WDP using the portal. Tom is eligible for a WDP because of his addiction issues and Susie has a record of this in her case notes. Susie also keeps a record of the signed Info Consent Form.

On the portal, Susie reports the time Tom spends in his drug treatment program each month. She 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 YouthOrg has helped Tom clear his fines debt.

DO YOU HAVE UNPAID FINES?

You might be eligible for the Work and Development Permit (WDP) Scheme.

Speak to one of our staff members about applying for a WDP on your behalf.



Peninsula
Community
Legal Centre

Victorian Legal Services
BOARD + COMMISSIONER



What are unpaid fines?

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

How can sponsors best use the WDP scheme?

Sponsors can:

- Promote accreditation on service material;
- Inform new clients of accreditation; and
- Accept client referrals from the Fines Victoria WDP Team and/or local community legal centre.

The WDP Scheme can act as a great incentive for eligible people to remain engaged in services as they gain control over their debt!

CONTACT US

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Head Office

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(Mon to Fri 9am - 5pm)

- WDP-business integration (incl staff information sessions)
- promotion and advocacy
- client-sponsor 'matching' service



Fines Victoria WDP Team

Fine & WDP portal assistance

www.justic.vic.gov.au/wdp

e: wdp@justice.vic.gov.au
t: 1300 323 483

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UNPAID FINES

The Work & Development Permit (WDP) Scheme

is a social justice initiative by Fines Victoria that allows eligible people to "work off" their unpaid fines by engaging with health practitioners and organisations

This project was generously funded by the Legal Services Board



Donations over \$2.00 are tax deductible.



The Work and Development Permit (WDP) Scheme

is a social justice initiative by Fines Victoria that allows eligible people to 'work off' their unpaid fines by engaging with health practitioners and organisations (known as 'sponsors'). Sponsors provide treatment, courses and other activities and report participation to help reduce this debt.

Driving restrictions will not be lifted.

Only voluntary activities are eligible.

Some fines are ineligible (court fines, fines in name of company & fines passed 7 day notice period).

No debt limit.

What is a sponsor?

Sponsors include:

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

It does not cost anything to become a sponsor.

A person can only have one sponsor but can be referred to multiple 'third party providers'.

Who is eligible?

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

- acute financial hardship (incl Centrelink benefit)
- family violence
- homelessness (or temporary accommodation)
- mental illness or intellectual disability; or
- addiction (drug, alcohol, gambling or volatile substances)

A person's eligibility does not need to be directly related to their WDP activity.

Work off rates?

Treatments, courses & other activities have different 'work off' rates. Eligible people can participate in a combination of activities.

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** off their unpaid fines.

Unpaid work, courses (incl. educational, vocational & life skills), counselling (incl. financial, social work & case work) or mentor programs enable eligible people to work off **\$49.57 (0.3 penalty units) per hour** off their unpaid fines.

INFO NEEDED : SPONSOR ACCREDITATION

Health practitioners must provide:

- AHPRA number

Organisations must provide:

- Details of client group & type of activities
- Key contact person details
- ABN
- Insurance cover; and
- Working with Children's Check (if applicable)

Additional info may be required for different organisation types.

INFO NEEDED : WDP APPLICATION

Sponsor must provide:

- Persons details
- Fine info (one or two infringement notices)
- WDP activity (course/treatment/other activity)
- Approx completion date; and
- Confirm Info Consent Form signed.

Sponsor can discuss with person if other fines arrangements (e.g. payment plan) continue or not. Sponsor can discuss if new fines will be incl. on WDP. Sponsor to notify Fines Vic WDP Team if fines not with Fines Victoria (at infringement stage) & are to be incl. on WDP.

How a WDP works

1 Person finds sponsor Sponsor is accredited

Person can get legal advice (eg Comm Legal Centre) on fines options before choosing a WDP.

Person can find sponsor by contacting a Community Legal Centre, Fines Victoria WDP Team or health prac/org to become their sponsor.

Sponsor must be accredited (only done once):

- apply online: <https://wdp.vic.gov.au/login>
- sponsor given reading material (incl. Info Consent Form) and portal login details.

2 Sponsor applies for WDP

Sponsor must:

- apply online: <https://wdp.vic.gov.au/login>
- maintain record proving person's eligibility on file e.g. case note or supporting document.

Once WDP applied for, Fines Vic WDP Team places fines on hold, provides person's total indebtedness and notifies sponsor re new fines.

Sponsor must then confirm Info Consent Form signed and keep record on file.

3 Person engages with sponsor & sponsor reports participation

Sponsor must:

- report online monthly
<https://wdp.vic.gov.au/login>
- maintain record of participation on file e.g. case note or evidence of client appointment.

No backdating (prior to approved WDP).

WDP cancelled after 28 days of no reporting.

If WDP cancelled, debt will accrue and enforcement action will commence again.

WDP CLIENT INTAKE SHEET

*portal requirements



Peninsula
Community
Legal Centre

Name:* DOB:*

Address:*

Best contact: Drivers licence NO:

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

- Acute financial hardship (incl. receiving a Centrelink benefit)
- Homelessness or living in temporary accommodation
- Victim of family violence
- Mental illness or intellectual disability
- Addiction to drugs, alcohol, volatile substances or gambling

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

Please note that client:
 Can receive legal advice re fines options before choosing a WDP
 Can engage with multiple Third Party Providers
 Cannot include any mandated treatment or work as WDP activity
 Cannot include some fines on a WDP (court fines, company fines and fines passed 7 day notice period)

FINES INFORMATION (Only one or two fines required)

Obligation number*	Fine details/name of offence*	Location fine incurred*
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WDP ACTIVITY

Client will engage in the following as part of their WDP activity*: EST HRS PER/M

Treatment by a health practitioner	\$1,090.45 (6.6 penalty units) per month	<input type="checkbox"/>
Drug and alcohol counselling	\$1,090.45 (6.6 penalty units) per month	<input type="checkbox"/>
Unpaid work	\$49.57 (0.3 penalty units) per hour	<input type="checkbox"/>
Courses (educational, vocational or life skills)	\$49.57 (0.3 penalty units) per hour	<input type="checkbox"/>
Counselling (incl. financial counselling)	\$49.57 (0.3 penalty units) per hour	<input type="checkbox"/>
Mentor programs	\$49.57 (0.3 penalty units) per hour	<input type="checkbox"/>

Est. Completion Date:

.....
.....

CHECKLIST

- Discussed if client's new fine(s) will be added onto WDP in future: YES /NO
- Discussed if client currently on other fine arrangement(s). If so, will other fine arrangement(s) continue? YES /NO
- Discussed if any fines not with Fines Victoria (at infringement stage) to be incl. on WDP. If so, notify Fines Vic WDP Team
- Information consent form signed

Staff name: Best contact: Date:

This project was generously funded by the Legal Services Board

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

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						
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Staff name:

Best contact:

Date:

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