

Work and Development Permit Scheme

Reporting WDP Activities or Treatment FAQ

What is a Work and Development Permit?

A Work and Development Permit (WDP) is an option to help eligible individuals 'work-off' their fine debt by participating in approved activities or treatment.

To undertake a WDP, an eligible person must be engaged with a sponsor. A sponsor is an organisation or a health practitioner that supports a person to undertake a WDP.

What activities or treatment can be part of my client's WDP & how much will they work-off?

When clients undertake a WDP, their fine debt is reduced as they participate in activities or treatment. Each type of activity or treatment has a work-off rate.

The work off rates are expressed by reference to penalty units. The value of a penalty unit is updated on the 1st of July each year. From 1 July 2022 to 30 June 2023, the value of a penalty unit is \$184.92.

Activity/treatment*	Work-off rate
Unpaid work	Hourly rate \$55.48 per hour
Courses – including educational, vocational or life skills courses	
Counselling (excluding drug & alcohol counselling)	
Mentoring (only for under 25 years of age)	Monthly rate \$1,220.47 per month
Drug & alcohol counselling	
Treatment given by an accredited health practitioner	

How often do I have to report WDP activities or treatment?

A sponsor must keep track of their clients' participation in WDP activities or treatment, keep records of attendance or compliance with their treatment program and record it on a monthly basis in the WDP portal.

Sponsors can record the client's activities or treatment at any time during the month in which the activities were completed.

What activities or treatment can I report on?

Activities or treatment a sponsor can report include those:

- the client has undertaken during the reporting period
- the client has undertaken 'face-to-face' or remotely with the sponsor
- the sponsor has asked the client to undertake in their own time and that the sponsor is can evidence that the client has undertaken

Note that only activities that have been approved on each client's WDP can be reported against.



What activities or treatment can I not report on?

Activities or treatment that a sponsor cannot report are those:

- only the sponsor but not the client has undertaken (for example, work undertaken on the client's behalf)
- the client was scheduled to participate in, but did not undertake
- mutual obligations (for example, activities ordered by a court or required by Centrelink)
- were undertaken before the WDP application or variation to add an activity was approved
- were not approved on the WDP when those activities were completed

*Court-ordered activities are ineligible to be counted towards a WDP. For example, if a client has been ordered by a court to engage in unpaid work for a total of 6 hours per month and the client does 9 hours of unpaid work in that month, only 3 hours can be counted towards a WDP for that month. You will need to provide us a copy of the client's court order to ensure the WDP Team can validate reported hours for these clients.

How do I report activities that have an hourly rate?

Unpaid work, courses – including educational, vocational or life skills courses, counselling (excluding drug & alcohol counselling), and mentoring (only for under 25 years of age) have an hourly work-off rate.

A sponsor must report both the hours and minutes undertaken by the client for each activity approved as part of the sponsor's accreditation and the client's WDP.

The WDP system will calculate the work-off rate and apply to the client's outstanding fines on their WDP.

How do I report activities or treatment that have a monthly rate?

Drug & alcohol counselling and treatment given by an accredited health practitioner have a monthly work-off rate.

Monthly reporting should be reflective of the prescribed treatment or counselling plan by the sponsor. For example, if the sponsor requires the client to attend two sessions monthly and the client has undertaken all the required sessions in the reporting month, a fully compliant month can be reported as 30 days.

If the client did not attend all the required sessions on the prescribed treatment or counselling plan by the sponsor, a pro-rata number of days should be reported. If they only attended 1 out of expected 4 sessions, you input 7 out of 30 days in the WDP portal.

What if the activity can be classified as more than WDP activity?

If the client attends one session of drug & alcohol counselling, this can only be reported once on the WDP portal as "drug & alcohol counselling", even if the client is seeing multiple practitioners for their treatment. While the session may also be considered as "treatment given by a health practitioner", you are only allowed to report one session of attendance.

Note that if drug & alcohol counselling is delivered by a general practitioner, psychologist, or nurse it should only be recorded as "treatment by a health practitioner".

Where can I get more information or help?



Visit fines.vic.gov.au/wdp



Email wdp@justice.vic.gov.au



Call **1300 323 483**

9am and 4pm Mon-Fri
(except public holidays)



Refer to the *Sponsor Handbook* here wdp.vic.gov.au for more detailed information