

Work and Development Permit Scheme

Sponsor FAQ

What is a Work and Development Permit?

A Work and Development Permit is an option to help eligible people to address their infringement fines. A WDP allows a person to 'work-off' their fine debt by participating in certain activities or treatment.

To undertake a WDP, an eligible person must be engaged with a sponsor.

What is a sponsor?

A sponsor is an organisation or a health practitioner that supports a person to undertake a WDP. When an organisation is accredited, it becomes an accredited agency. When a health practitioner is accredited, the person becomes an accredited health practitioner.

As a sponsor, you may apply for a WDP on behalf of an eligible person (your client), with that person's consent.

Sponsor role and responsibilities

- assessing your client's eligibility for a WDP
- considering your client's suitability for a WDP
- applying for a WDP on behalf of your client
- supervising and supporting your client while they undertake a WDP
- monitoring and regularly recording your client's participation in WDP activities
- ensuring that any third-party to whom you refer your client to undertake activities meets the requirements of the scheme
- complying with record-keeping requirements (i.e., maintaining attendance records, eligibility documents)
- providing information to the Director, Fines Victoria upon request
- ensuring that you continue to meet the requirements of accreditation (i.e., maintaining current and appropriate insurance and have trained, qualified and experienced staff)

Administrative responsibilities

- confirming and obtaining consent from the client when applying for their WDP (5-10 minutes)
- reporting monthly on client's participation in previous months (10-15 minutes)
- annual accreditation review (20-40 minutes to collate accurate information)

These responsibilities should complement existing responsibilities and not increase the amount of time spent with administration.

Who is eligible for a WDP?

A client is eligible for a WDP if they:

- have a mental or intellectual disability, disorder or illness
- have an addiction to drugs, alcohol or volatile substance
- are experiencing homelessness
- are a survivor of family violence or
- are experiencing acute financial hardship



What activities or treatment can be a part of a WDP and how much will clients 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 determine the amount that your fine debt is reduced, based on the activities that you undertake.

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 2021 to 30 June 2022, the value of a penalty unit is \$181.74.

The following are types of WDP activities or treatment clients can participate in to work-off their fines:

Activity/treatment*	Work-off rate
Unpaid work	Hourly rate \$54.52 per hour (0.3 penalty units)
Courses – including educational, vocational or life skills courses	
Counselling (excluding drug & alcohol counselling)	
Mentoring (only for under 25 years of age)	
Drug & alcohol counselling	Monthly rate \$1199.48 per month (6.6 penalty units)
Treatment given by an accredited health practitioner	

*Court-ordered activities are ineligible to be counted towards a WDP. 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.

What fines can clients work-off with a WDP?

With a WDP, clients can work-off outstanding infringement fines. However, if an infringement fine is subject to any of the following conditions, it cannot be included:

- a sheriff's officer or police officer has issued the client with a 7-day notice & the 7-day period has passed
- the client has been arrested because of the fine
- the client's property has been seized because of the fine

Court fines are ineligible to be worked-off through a WDP.

Third party activity/treatment providers

As a sponsor, while maintaining responsibility for supervising your client, you may refer your client to a third-party to undertake activities as part of their WDP. This may allow for your client to undertake, for example, a broader range or a combination of activities as part of their WDP.

If you choose to refer your client to a third-party provider to undertake an activity/treatment as part of their WDP, you are responsible for ensuring the third-party is suitable to provide the activity. For example, you are responsible for ensuring the third-party has appropriately qualified, trained or experienced staff and has current and appropriate insurance cover for the activity it will be providing to your client.

If you choose to refer your client to a third-party provider, you will be responsible for monitoring and recording the activities that your client undertakes with that third-party.







Applying for accreditation

To be accredited, you must apply to the Director, Fines Victoria via [.\(\[wdp.vic.gov.au\]\(https://www.fines.vic.gov.au\)\)](https://www.fines.vic.gov.au).

Before applying to become accredited, you should contact the WDP Team for an information session to ensure that you have all the information that you require and that you understand the requirements of the scheme.

As part of the application for accreditation, you will need to provide certain information. The information you need to provide will depend on the nature of your organisation or if you are a health practitioner. You can refer to chapter 5 of the *Sponsor Handbook*, available at [.\(\[wdp.vic.gov.au\]\(https://www.fines.vic.gov.au\)\)](https://www.fines.vic.gov.au).

Where can I get more information or help?

-  Visit [fines.vic.gov.au/wdp](https://www.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](https://www.fines.vic.gov.au) for more detailed information