FINES VICTORIA

INFORMATION STATEMENT/CONSENT FORM

WORK AND DEVELOPMENT PERMIT

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 (including health and sensitive 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 Community Safety (DJCS) is the government department that is responsible for managing Victoria's infringement and enforcement systems. Fines Victoria is an administrative body within DJCS.

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 DJCS Information and Privacy Unit, or
- under the *Freedom of Information Act 1982*, where necessary.

Further information

The DJCS 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.

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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

Title

Date of birth

Family name

Given name(s)

Current residential address

Street address (include house, unit or apartment number)

Suburb/Town/City

State

Postcode

Country (if not Australia)

Previous residential address (optional)

Street address (include house, unit or apartment number)

Suburb/Town/City

State

Postcode

Country (if not Australia)

Email

Preferred contact number

VICTORIA State Government

Part C: Payment arrangements

Do you have a payment arrangement with Fines Victoria for any of the fines in this application? Yes ☐ No ☐

If yes, please note that if you pay your fines in full, they will no longer be eligible for the scheme. Would you like us to remove the relevant fines from your payment arrangement while we consider your application? Yes ☐ No ☐

If your application is not successful, would you like us to propose a new payment arrangement to include these fines again? Yes ☐ No ☐

Please note: If any of your fines are on a payment plan with an enforcement agency, you should contact them directly to cancel the plan. If you pay the fine in full, we cannot consider it in your application.

Part D: Enforcement reviews

Have you applied for an enforcement review for any of the fines you would like included in a Work and Development Permit? Yes ☐ No ☐

Would you like to remove the fines from the enforcement review application? Yes ☐ No ☐

Please note: Fines that are included in an enforcement review application cannot be included in a Work and Development Permit.

Part E: Fines work orders and mutual obligation activities

Are you undertaking unpaid work as part of a fines work order (for example, a community work permit, community based order, fine default unpaid community work order)? Yes ☐ No ☐

Are you obligated by another scheme to undertake an activity (for example, Centrelink has directed you to complete a specific activity)? Yes ☐ No ☐

Please note: Unpaid work you complete in a fines work order or activities you are obligated to complete through another scheme cannot be used to reduce the fines that are included in your work and development permit

Part F: Consent of a person subject to a Work and Development Permit

I consent to include **all** my eligible current fines to my Work and Development Permit. Yes ☐ No ☐

I consent to include any **new** eligible fines to my Work and Development Permit. Yes ☐ No ☐

If you select no, you will need to provide your consent again to include any new fines in your 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 (including health and sensitive 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 or third party activity provider, 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.

Your signature

Date

SUBMIT PRINT RESET