



Work and Development Permit Scheme

‘Work and Development Permit eCourtsPortal Sponsor User Guide

June 2021

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1 Introduction

The Work and Development Permit Scheme (the Scheme) is a new initiative to help people who are experiencing difficulty paying court fines due to hardship. Under a Work and Development Permit (WDP), eligible people can apply to complete approved activities under the supervision of a sponsor, in place of paying the amount owed.

Activities include:

- unpaid work
- medical or mental health treatment
- educational, vocational or personal development course
- treatment for an alcohol or drug use problem
- mentoring (for under 25s).

The Scheme relies on sponsors to support clients in addressing their fines. WDP sponsors can be an individual or organisation, including government agencies, health practitioners, sole-traders and not-for-profit agencies.

The Scheme is delivered in Western Australia in partnership between the Department of Justice, Legal Aid Western Australia and the Aboriginal Legal Service Western Australia.

2 What can WDP Sponsors do in the eCourts Portal

The WDP eCourts Portal allows approved sponsors to:

- register as an eCourts Portal user
- apply to be a WDP sponsor;
- apply for WDPs on behalf of clients;
- vary existing clients WDPs;
- report the number of hours a client has participated in WDP activity; and
- cancel a WDP

The Attorney General has approved WDP Guidelines that all sponsors should read. A copy of the WDP Guidelines is published on the FER Registrar's website at www.justice.wa.gov.au/wdp.

3 Purpose of this User Guide

This eCourts Portal User Guide aims to ensure that WDP sponsors are supported in their use of the Department of Justice eCourts Portal. It is a guide to the WDP process and troubleshooting if issues arise.

4 Disclaimer

Any customer or sponsor information displayed in this guide is entirely fictional and is for the purpose of this guide only.

5 Registering as an eCourts Portal User

Before you can make an application to be a WDP sponsor, you must first register as an eCourts Portal User. Google Chrome is the supported internet browser for the eCourts Portal. Go to <https://ecourts.justice.wa.gov.au> in the banner across the top of the screen you will find a link to **Register**. Click on this and complete the required details, please ensure that you select that you will be applying to be a Work and Development Permit Sponsor.

Once you have submitted your eCourts Portal registration application, you will receive an email from ctghelpdesk@justice.wa.gov.au to complete the registration process and set a password. Once you have completed this step, you will be able to login to the eCourts Portal.

6 Application to be a WDP sponsor

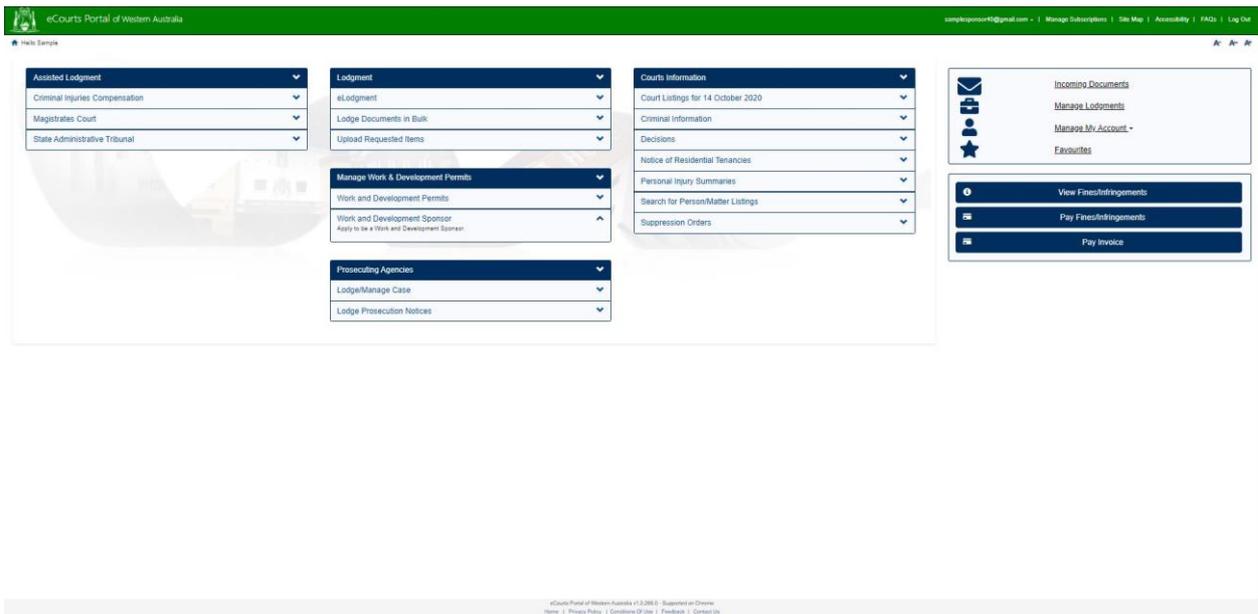
Go to <https://ecourts.justice.wa.gov.au>

In the banner across the top of the screen you will find a link to **Login**.

Click on this and enter your registered username (email address) and your password.

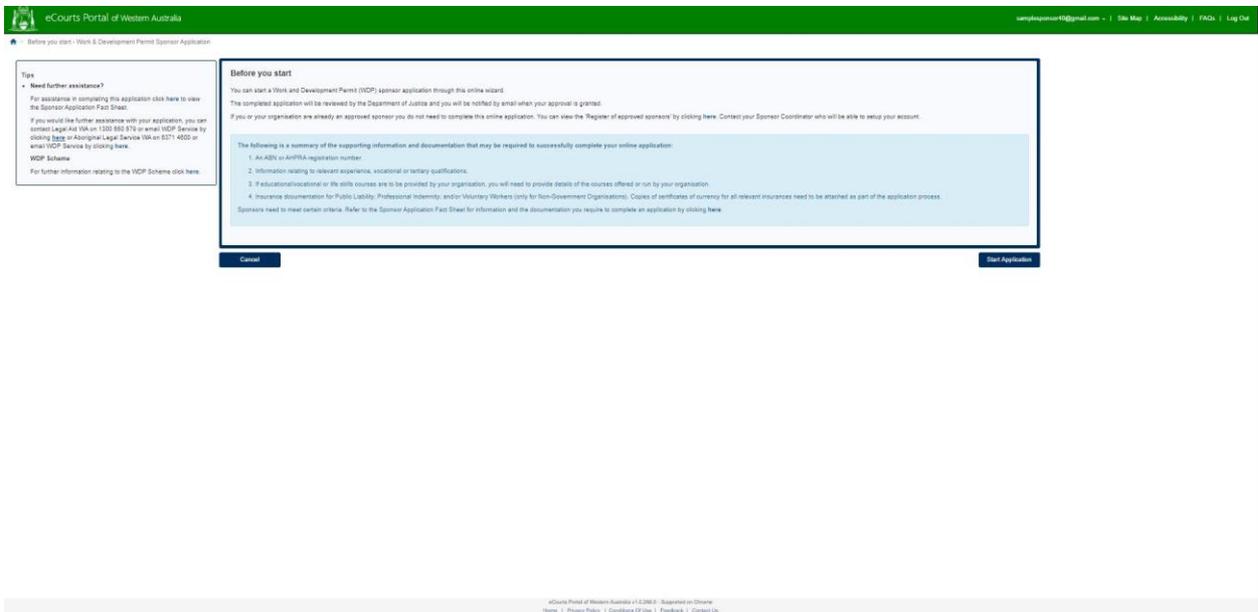
In the section of **Manage Work & Development Permits**, click on **Work and Development Sponsor**.

Work and Development Permit eCourtsPortal Sponsor User Guide



Information will be displayed for you to commence an application to be a WDP sponsor. It is recommended that you read the information before commencing your application to be a WDP sponsor.

Once you are ready to commence an application to be a WDP sponsor, click on **Start Application**.



The first part of the application to be a WDP sponsor asks you to complete the following details:

- agency type or Individual;
- name, position and contact details;
- ABN (if applicable);
- website and address details;
- which regions you will be offering to support; and
- do you or your organisation identify working with specific group of people

Complete these details as shown in the screen capture on the next page and select **Next**.

Sponsor Information

Complete the application details to become a Work and Development Permit (WDP) sponsor for eligible clients.

What type of sponsor are you? *

- Government Agency
- Organisation
- Health Practitioner
- Individual

Individual's name
(provide the full name)

Surname: * SPONSOR

Given name/s: Sample

Position *
Individual

Contact details

Email address: * samplesponsor40@gmail.com

Mobile: 0400000000

Home/Work phone:

(These contact details may be used for electronic notifications)

ABN

Type of business *

- For profit
- Not for profit

Website
(enter the URL of your website)

Physical address
(For a Health Practitioner, enter the Practice address)

Address: *

Suburb: *

Postcode: * **State: *** WA **Country: *** Australia

Postal address
(if different to physical address)

Address:

Suburb:

Postcode: **State:** WA **Country:** Australia

Which area do you provide support to? *
(select all that apply)

- Perth Metro
- Kimberley
- Pilbara
- Gascoyne
- Mid West
- Wheatbelt
- Peel
- South West
- Great Southern
- Goldfields-Esperance
- Outside WA

If the area is outside of WA, select the location

Do you or your organisation identify as working with *
(select all that apply)

- Aboriginal and Torres Strait Islander persons
- Culturally and Linguistically Diverse persons
- LGBTQI+ persons
- None of the above

* Indicates mandatory fields

Save for later Cancel Next

At any time throughout the WDP sponsor application process, you can click on **Save for later**, you will be prompted to name your application and once you click on **Save**, you can come back and complete your WDP sponsor application at another time.

Save Application

Please enter a name for your application (for your use only)

Work & Development Permit Sponsor Application

Save Cancel

* Indicates mandatory fields

Save for later Cancel Next

The second part of the application to be a WDP sponsor asks you to complete the details that will be displayed on the Department of Justice website, which lists all approved WDP sponsors. These are the contact that people wanting to connect with you will use.

Complete these details as shown in the screen capture below and select **Next**.

The screenshot shows the 'Contact details for the WDP webpage' form. The form is titled 'Contact details for the WDP webpage' and includes a sub-header: 'The following information will be published on the WDP webpage for clients to make contact with you.' The form fields are: Name * (Sample), Suburb * (Perth), Postcode * (6000), Email address: * (samplesponsor40@gmail.com), Mobile: (0400000000), and Home/Work phone: (empty). A note below the phone field states: '(These contact details may be used for electronic notifications)'. At the bottom of the form, there are buttons for 'Save for later', 'Cancel', 'Back', and 'Next'. A footer note indicates '* Indicates mandatory fields'.

The third part of the application to be a WDP sponsor asks you to complete the following details:

- activities supported;
- upload any relevant insurance documents;
- select the expiry date of relevant insurances; and
- confirm if you will be referring any clients to a third party provider

Complete these details as shown in the screen capture on the next page and select **Next**.

The screenshot shows the 'Activities and Insurance' form. The form is titled 'Activities and Insurance' and includes a sub-header: 'Sponsors who provide WDP activities must have the appropriate qualifications, training or relevant experience. If the proposed Work and Development Permit activities involve child-related work within the meaning of the Working With Children (Criminal Record Checking) Act 2004, a "Working with Children Check" must be undertaken (and evidence retained) for a client.' The form fields are: I confirm I have read, fully understood and agree with the above statement * (Yes, I agree. checked), Which activity types will you support? * (Unpaid work checked, Medical/Mental health treatment, Drug or alcohol treatment, Educational/vocational or personal development course, Mentoring programs (under 25s)), Provide the expiry date for the insurance required for the selected Activity Types. (Public liability insurance expiry date * 31/12/2020, Voluntary workers insurance expiry date * 31/12/2020). A footer note states: 'As part of the application process, the Department of Justice must confirm that you have the relevant insurance policies which are current. See the WDP Fact Sheet for guidance about the insurance documentation you need to provide.'

For each of the insurance types above, upload copies of the certificate of currency.

Upload file: * Browse...

(supported file formats: .doc, .docx and .PDF)

Attachment(s)

File Name

Public Liability Insurance.docx

Approved sponsors are available to refer clients to third party providers, while the sponsor continues to supervise the client. It is the responsibility of the sponsor referring the client to ensure that the third party provider satisfies the eligibility conditions of a sponsor.

Will you be referring any clients to a Third Party Sponsor? * Yes No

* Indicates mandatory fields

If you have indicated that you will be referring clients to a third party provider, you will be prompted to give the following details:

- name of the third party provider; and
- which activity types the third party provider will support

eCourts Portal of Western Australia daniel.wells2@justice.wa.gov.au | Site Map | Accessibility | FAQs | Log Out

Work & Development Permit Sponsor Application

Sponsor Information
Contact details for the WDP webpage
Activities and Insurance
Third Party Details

Tips
For further information, refer to the **Work and Development Permit Guidelines** by clicking here.

Third Party Details

Name *

Which activity types will you support? * (select all that apply)

Unpaid work
 Medical/Mental health treatment
 Drug or alcohol treatment
 Educational/vocational or personal development course
 Mentoring programs (under 25s)

Agree to the conditions as shown in the below screen capture and select **Next**.

Third Party Details

Third Party Name	Activities to be undertaken
As the approved Sponsor I agree that I have confirmed the third party has the appropriate insurances required in relation to the activities they will be undertaking. *	<input checked="" type="checkbox"/>
As the approved sponsor I agree to undertake the responsibility of maintaining reporting and storage of information as outlined in the Work and Development Permit Guidelines for audit purposes. *	<input checked="" type="checkbox"/>

* Indicates mandatory fields

The fourth part of the application to be a WDP sponsor asks you to complete the following details:

- confirm relevant qualifications;
- confirm health and safety policies and procedures; and
- confirm a complaints management and resolution process.

Complete these details as shown in the screen capture below and select **Next**.

The screenshot displays the 'Qualifications' section of a WDP Sponsor Application. The page header includes the eCourts Portal of Western Australia logo and contact information. A navigation menu on the left lists 'Sponsor Information', 'Contact details for the WDP webpage', 'Activities and Insurance', 'Third Party Details', and 'Qualifications'. A 'Tips' box provides guidance on providing qualifications. The main content area is divided into three sections, each with a 'Provide details' text area, an agreement checkbox, and an upload section for supporting evidence. The first section is for 'Qualifications', the second for 'Health and safety policies and procedures', and the third for 'Complaints management and resolution system'. Each upload section includes a 'Browse...' button and an attachment list. At the bottom, there are buttons for 'Save for later', 'Delete Application', 'Back', and 'Next'. A note at the bottom left states '* Indicates mandatory fields'.

The final part of the application to be a WDP sponsor is the sponsor application certification. In this screen you can preview your WDP sponsor application or if you entered everything required, click on **Lodge** and your application will be submitted for consideration by the Registrar of the Fines Enforcement Registry. See screen capture below.

The screenshot shows the 'Sponsor Application Certification' page. The header includes the eCourts Portal logo and the text 'eCourts Portal of Western Australia' on the left, and the user email 'daniel.welts2@justice.wa.gov.au' and links for 'Site Map', 'Accessibility', 'FAQs', and 'Log Out' on the right. The breadcrumb trail is 'Work & Development Permit Sponsor Application'. A left-hand navigation menu lists: 'Sponsor Information', 'Contact details for the WDP webpage', 'Activities and Insurance', 'Third Party Details', 'Qualifications', and 'Sponsor Application Certifications and Submission' (which is highlighted). The main content area is titled 'Sponsor Application Certification' and contains the following text: 'As an approved sponsor for WDP, I understand that I may be audited and therefore I agree to ensure that I, in line with the WDP Guidelines, will:' followed by a bulleted list of requirements: 'comply with any directives by the Fines Enforcement Registry or the Department of Justice (if required); seek advice from the Fines Enforcement Registry when confronted with any conflict of interest or perceived conflict of interest that may arise when supervising a WDP; acknowledge any false or deliberately misleading reports may lead to a prosecution under the Fines, Penalties and Infringement Notices Enforcement Regulations 1994; provide reports on all WDPs that I oversee; report any non-compliance with the WDPs to the Fines Enforcement Registry; notify the eligible person if the WDP is revoked by the Fines Enforcement Registry; comply with record keeping requirements for information relating to a WDP; have a complaints handling procedure in place.' Below this is a note: 'Please note that you are able to apply directly to the Fines Enforcement Registry at ferwdp@justice.wa.gov.au to vary and add to the activities your agency provides at any time following the approval of your sponsorship under the program.' At the bottom of the main content area, it says 'I agree to the above terms: * Yes'. A red asterisk note indicates '* Indicates mandatory fields'. At the bottom of the page are buttons for 'Save for later', 'Delete Application', 'Preview', 'Back', and 'Lodge'.

The screenshot shows the 'Lodgment Status' page. The header includes the eCourts Portal logo and the text 'eCourts Portal of Western Australia' on the left, and the user email 'samplesponsor40@gmail.com' and links for 'Site Map', 'Accessibility', 'FAQs', and 'Log Out' on the right. The breadcrumb trail is 'Manage Lodgments > Lodgment'. The page title is 'Lodging: Work & Development Permit Sponsor Application'. Below the title is a progress indicator with three circular buttons: 'Validate' (with a checkmark), 'Lodge', and 'Confirmation'. The main content area is titled 'Lodgment Status: ...' and contains a log of events: '14/10/2020 10:53:36: Validating' and '14/10/2020 10:53:36: Validation Successful'. At the bottom of the page, there is a footer with the text 'eCourts Portal of Western Australia v1.0.266.0 - Supported on Chrome' and links for 'Home', 'Privacy Policy', 'Conditions Of Use', 'Feedback', and 'Contact Us'.

Work and Development Permit eCourtsPortal Sponsor User Guide

The screenshot displays the eCourts Portal of Western Australia interface. At the top, there is a green header with the portal name and user information (samplesponsor40@gmail.com). Below the header, a breadcrumb trail shows 'Manage Lodgments' and 'Lodgment'. The main heading is 'Lodging: Work & Development Permit Sponsor Application'. A progress bar consists of three circular steps: 'Validate' (checked), 'Lodge' (checked), and 'Confirmation' (checked). Below this, a 'Lodgment Status' section contains a log of events:

- 14/10/2020 10:53:36: Validating
- 14/10/2020 10:53:36: Validation Successful
- 14/10/2020 10:53:40: Rendering and Uploading Work & Development Permit Sponsor Application.pdf
- 14/10/2020 10:54:03: Uploading 3 attachment(s)...
- 14/10/2020 10:54:03: Uploading FPINE Timeline.pdf
- 14/10/2020 10:54:07: Uploading FPINE Timeline.pdf
- 14/10/2020 10:54:12: Uploading FPINE Timeline.pdf
- 14/10/2020 10:54:17: Lodging...
- 14/10/2020 10:54:19: Lodgment Completed

A 'View Lodged Document' button is located at the bottom right of the status log. The footer of the page includes the version number 'eCourts Portal of Western Australia v1.0.265.0 - Supported on Chrome' and links for Home, Privacy Policy, Conditions Of Use, Feedback, and Contact Us.

Once your WDP sponsor application has been assessed by the Registrar of the Fines Enforcement Registry, you will be notified of the outcome by email.

Once you have been approved as a WDP sponsor, you will be able to submit application for a WDP on behalf of a client and you will be able to manage any approved WDPs.

7 Submitting an application for a WDP on behalf of a client

When you, as a sponsor, have agreed to sponsor a person under a WDP, you will be required to submit on the behalf of a person their WDP application to the Fines Enforcement Registry.

It is the responsibility of the person that you have agreed to sponsor to provide you with the details of their cases that are registered with the Fines Enforcement Registry and the details and supporting documents to demonstrate that they meet the hardship criteria.

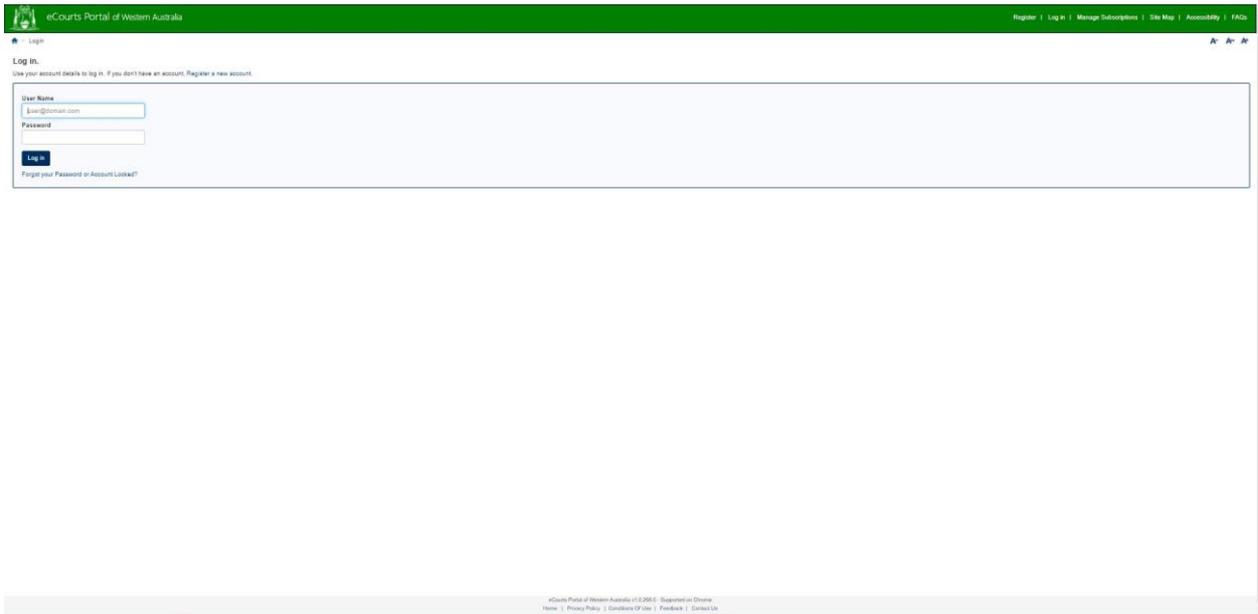
Go to <https://ecourts.justice.wa.gov.au>

In the banner across the top of the screen you will find a link to **Login**.

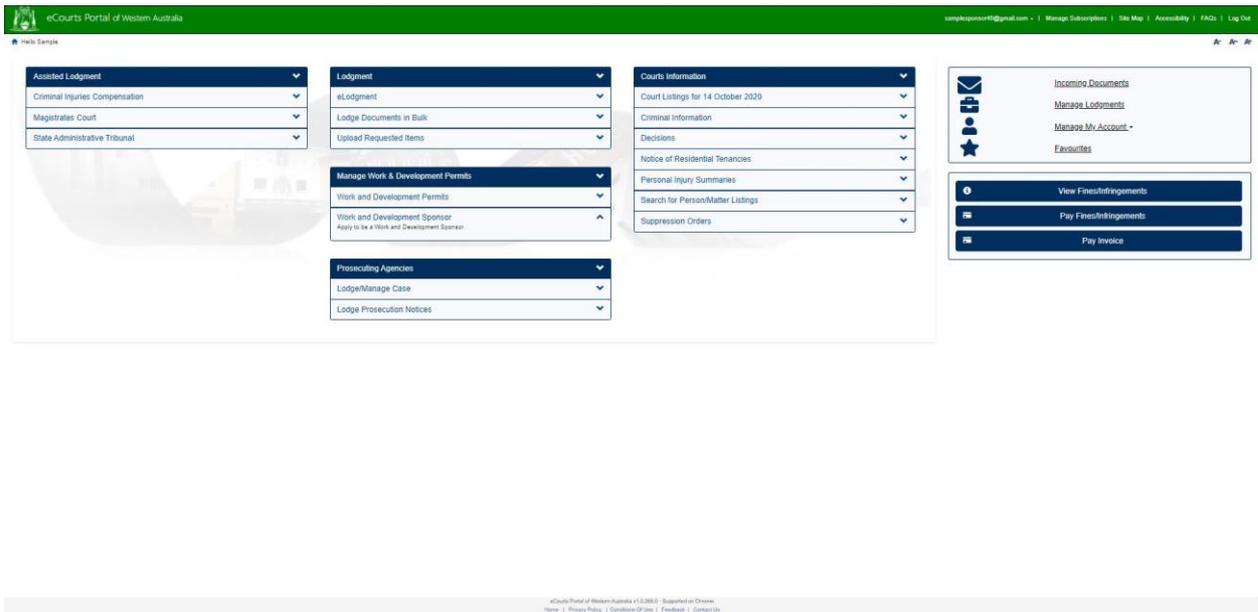
The screenshot shows the eCourts Portal of Western Australia homepage. At the top, there is a green header with the logo and navigation links. Below the header is a purple banner with a 'Coronavirus (COVID-19) Update'. The main content area is divided into several sections: 'Assisted Lodgment', 'Lodgment', 'Courts Information', 'Manage Work & Development Permits', 'Prosecuting Agencies', and a 'Log In' section on the right. The 'Log In' section includes fields for 'User Name' and 'Password', a 'Log In' button, and links for 'Forgot your Password or Account Locked?' and 'Register a new account'. Below the 'Log In' section are links for 'Incoming Documents', 'Manage Lodgments', 'Manage My Account', and 'Manage My Favourites'. At the bottom of the 'Log In' section are buttons for 'View Fines/Infringements', 'Pay Fines/Infringements', and 'Pay Invoice'.

Click on this and enter your registered username (email address) and your password.

Work and Development Permit eCourtsPortal Sponsor User Guide



In the section of **Manage Work & Development Permits**, click on **Work and Development Permits**.



Click on **Apply for a Work and Development Permit**.

Work and Development Permit eCourtsPortal Sponsor User Guide

The screenshot shows the 'Fines Enforcement Registry Home - Sample SPONSOR' page. The header includes the eCourts Portal of Western Australia logo and navigation links for Site Map, Accessibility, FAQs, and Log Out. The main content area contains a navigation menu on the left with 'Apply for Work and Development Permit' and 'Manage Work and Development Permits'. The central text explains that the page is used by Prosecuting Agency staff to register outstanding infringements for enforcement or approved sponsors to apply for and manage Work and Development Permits. It provides contact information for the Courts Technology Group helpdesk and lists the relevant security roles: Prosecuting Enquiry Officer, Prosecuting Officer, and Work Permit Sponsor.

The following search screen will appear. To search for your client, you need to enter their last name and at least 2 other fields in the search screen then click on **search**.

The screenshot shows the 'Apply For Work Permit - Sample WDP Organisation' search screen. The header includes the eCourts Portal of Western Australia logo and navigation links for Fines Enforcement Registry and Apply For Work Permit. The main content area contains a navigation menu on the left with 'Apply for Work and Development Permit' and 'Manage Work and Development Permits'. The central text states: 'You must complete at least two (2) of the options as well as the client's surname'. Below this text are five input fields: Case Number (format: nnn/yyyy or nnn/yy or yy/nnn), Charge Number (format: nnnnn/yyyy), Customer Reference Number, Date of Birth (format: dd/mm/yyyy), and Surname* (marked as mandatory). A blue 'Search' button is located below the Surname field. A red asterisk indicates mandatory fields.

The first part of the application for a WDP asks you to complete the following details:

- select the hardship type;
- enter the details of the hardship that the person is experiencing;
- upload any documents that the person has given to you that will support and demonstrate that they meet the criteria of hardship;
- select the activity type that you are proposing to sponsor the person with (if the activity is to be provided by a third party, please select the relevant activity with the option "Third Party Provider" as shown on the screen capture on the next page;

- enter the details of the activities that the person will undertake, it is recommended that you complete as much detail as possible that will describe what activities the person will be undertaking;
- if the person has consented, verbally to you, to receive electronic notifications from the Fines Enforcement Registry, select this option and enter the persons email address;
- confirm if you have a perceived conflict of interest in sponsoring the person; and
- confirm if the person is an existing client of yours

Complete these details as shown in the screen capture on the next page and select **Next**.

The screenshot shows the 'Apply For Work Permit - Sample SPONSOR' form. The form is titled 'Apply For Work Permit - Sample SPONSOR' and includes the following fields and options:

- Full Name:** Joe B. COGS
- Customer Reference Number:** 00442352
- Handship Type:** Experiencing alcohol or other drug use problems
- Details of Handship:** enter details of the person's handship. Hint - the more details you enter, the more likely the application will be accepted. (Maximum characters: 5000)
- Supporting Documents:** Supported file formats: docx, doc, ppt, pptx, xls, xlsx, pdf, zip, jpeg, png. A file named 'Information Session Invitation.pdf' is attached.
- Activity Type:** Treatment for alcohol or drug use problem under a treatment plan
- Description of Activity:** enter details of the activities the person will undertake under for the WDP. Hint - the more details you enter, the more likely the application will be accepted. (Maximum characters: 5000)
- Client has verbally consented to electronic service of FER documents?** Yes
- Client's Email:** [Empty text box]
- Is there a perceived Conflict of Interest between yourself and the client?** Yes
- Is the client an existing client?** Yes

Buttons: Cancel, Back, Next

* indicates mandatory fields

The screenshot shows a web form with the following sections:

- Supporting Documents***: A section with a list of supported file formats (.docx, .doc, .rtf, .txt, .xls, .xlsx, .pdf, .jpg, .jpeg, .png) and a "Select files..." button.
- Activity Type***: A dropdown menu with a list of activity types, including:
 - Educational, vocational or personal development course
 - Educational, vocational or personal development course - Third Party Provider
 - Medical or mental health treatment provided under a treatment plan
 - Medical or mental health treatment provided under a treatment plan - Third Party Provider
 - Mentoring programme (under 25yrs only)
 - Mentoring programme (under 25yrs only) - Third Party Provider
 - Treatment for alcohol or drug use problem under a treatment plan
 - Treatment for alcohol or drug use problem under a treatment plan - Third Party Provider
 - Unpaid work
 - Unpaid work - Third Party Provider
- Client consent**: A checkbox labeled "Client has verbally consented to electronic service of FER documents?".
- Conflict of Interest**: A question "Is there a perceived Conflict of Interest between yourself and the client?" with radio buttons for "Yes" and "No". A note below states: "If yes, please upload a completed Conflict of Interest declaration as a supporting document."
- Existing Client**: A question "Is the client an existing client?" with radio buttons for "Yes" and "No".
- Navigation**: "Cancel", "Back", and "Next" buttons at the bottom.

The second part of the application for a WDP asks you to select from the list of eligible court fines that the person has registered with the Fines Enforcement Registry. You will note in the screen below, that all eligible court fines have been selected and in doing so it tells you the **Total Hours Required for Selected Cases**. If you are unable to offer the person the number of hours required to complete the activities, you will have to deselect some of the court fines.

If, for example, a person's cases required 34 hours of activity and you can only offer 30 hours. It will let you proceed, however a message will be displayed that the person will still have an outstanding balance at the end of the hours approved under the WDP.

The person can choose to enter into a time to pay arrangement at the end of the WDP or alternatively, may choose to engage with another sponsor to undertake further activities on another WDP.

Complete these details as shown in the screen capture on the next page and select **Next**.

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Fines Enforcement Registry

Apply for Work and Development Permit
Manage Work and Development Permits

Apply For Work Permit - Sample SPONSOR

Please correct the errors and try again.
• The value of the selected Cases exceeds the hours offered, please de-select one or more cases.

Full name: Joe BLOGGS Customer Reference Number: 6084933582

Permit Hours* Total Hours Required for Selected Cases

Eligible Cases

Case Number	Status	Amount	Outstanding	Selected
263395/2020	Notice of intention to Enforce Issued	\$650.00	\$650.00	<input checked="" type="checkbox"/>
263396/2020	Notice of intention to Enforce Issued	\$725.90	\$725.90	<input checked="" type="checkbox"/>
263397/2020	Notice of intention to Enforce Issued	\$1,000.00	\$1,000.00	<input checked="" type="checkbox"/>

Cancel Back Next

* Indicates mandatory fields

eCourts Portal of Western Australia v1.0.266.0 - Supported on Chrome
Home | Privacy Policy | Conditions Of Use | Feedback | Contact Us

eCourts Portal of Western Australia | samplesponsor40@gmail.com | Site Map | Accessibility | FAQs | Log Out

Fines Enforcement Registry

Apply for Work and Development Permit
Manage Work and Development Permits

Apply For Work Permit - Sample SPONSOR

Please correct the errors and try again.
• The value of the selected Cases exceeds the hours offered, please de-select one or more cases.

Full name: Joe BLOGGS Customer Reference Number: 6084933582

Permit Hours* Total Hours Required for Selected Cases

Eligible Cases

Case Number	Status	Amount	Outstanding	Selected
263395/2020	Notice of intention to Enforce Issued	\$650.00	\$650.00	<input type="checkbox"/>
263396/2020	Notice of intention to Enforce Issued	\$725.90	\$725.90	<input checked="" type="checkbox"/>
263397/2020	Notice of intention to Enforce Issued	\$1,000.00	\$1,000.00	<input type="checkbox"/>

Cancel Back Next

* Indicates mandatory fields

eCourts Portal of Western Australia v1.0.266.0 - Supported on Chrome
Home | Privacy Policy | Conditions Of Use | Feedback | Contact Us

The final part of the application for a WDP is the confirmations. In this screen you can click on **Confirm & Lodge** and your application for a WDP will be submitted for consideration by the Registrar of the Fines Enforcement Registry. See screen captures below.

Work and Development Permit eCourtsPortal Sponsor User Guide

The screenshot shows the 'Apply For Work Permit - Sample SPONSOR' page. The header includes the eCourts Portal of Western Australia logo and navigation links. The main content area displays the following information:

- Full name:** Joe BLOGGS
- Customer Reference Number:** 6084933582
- Activity Type:** Treatment for alcohol or drug use problem under a treatment plan
- Permit Hours:** 10

A note states: "Please note that 10 hours will not satisfy all of the selected cases upon completion of this Work and Development Permit. If you wish to continue with the current offer of hours, please be aware that upon completion of the permit, the remaining cases and amounts owing will continue to be enforced. These cases will need to be satisfied by payment or a further Work and Development Permit. To submit your application, click Confirm & Lodge."

Buttons for "Cancel", "Back", and "Confirm & Lodge" are visible. A red asterisk indicates mandatory fields.

Footer: eCourts Portal of Western Australia v1.0.266.0 - Supported on Chrome
Home | Privacy Policy | Conditions Of Use | Feedback | Contact Us

The screenshot shows the 'Lodgment Confirmation' page. The header includes the eCourts Portal of Western Australia logo and navigation links. The main content area displays the following information:

- Lodgment Confirmation**
- The work and development permit application has been lodged with the Fines Enforcement Registry. The application will be assessed within three to five working days and you will be notified of the outcome. If you have any queries, please contact the Fines Enforcement Registry via email on fenwdp@justice.wa.gov.au.

Footer: eCourts Portal of Western Australia v1.0.266.0 - Supported on Chrome
Home | Privacy Policy | Conditions Of Use | Feedback | Contact Us

You and the person who you have applied on behalf of will receive an email or letter in the post advising of the outcome.

8 Managing approved or pending WDP applications

When you, as a sponsor, have agreed to sponsor a person under a WDP, you will be required to manage the WDP's.

Go to <https://ecourts.justice.wa.gov.au>

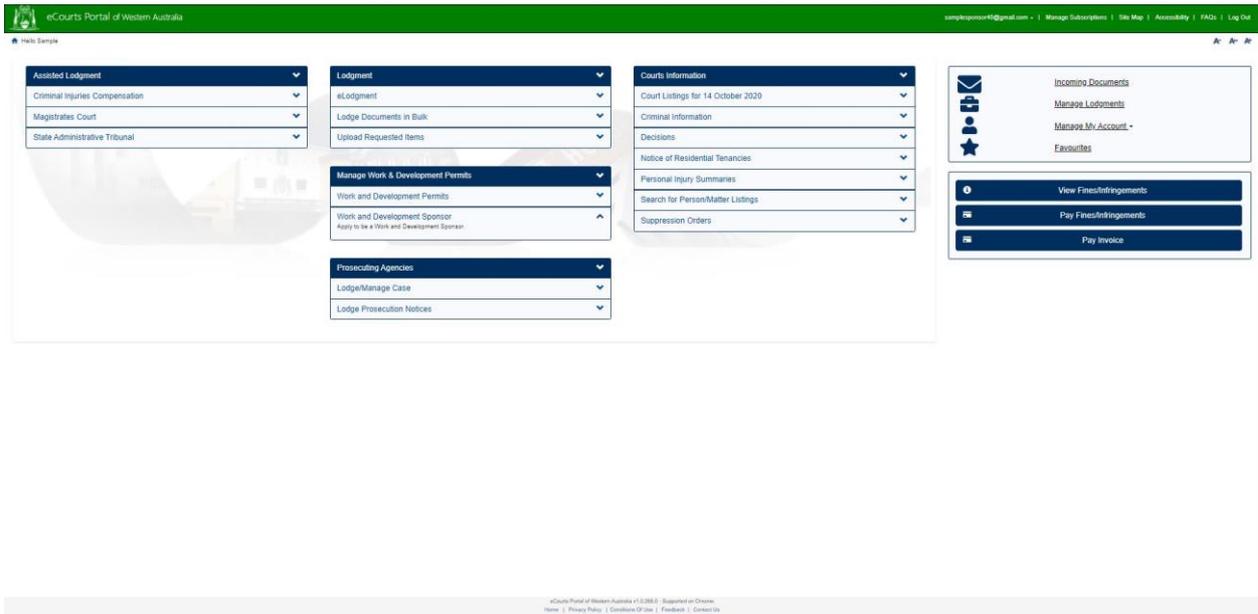
In the banner across the top of the screen you will find a link to **Login**.

The screenshot shows the eCourts Portal of Western Australia homepage. At the top, there is a green header with the logo and navigation links: Register, Log In, Manage Subscriptions, Site Map, Accessibility, and FAQs. Below the header is a purple banner with a "Coronavirus (COVID-19) Update" message. The main content area features a large image of a court building and a navigation menu with categories like "Accused Lodgment", "Lodgment", "Courts Information", "Manage Work & Development Permits", and "Prosecuting Agencies". On the right side, there is a "Log In" section with a form for "User Name" and "Password", a "Log In" button, and a "Forgot your Password or Account Locked?" link. Below the login form are links for "Incoming Documents", "Manage Lodgments", "Manage My Account", and "Manage My Favourites". At the bottom of the page, there is a footer with the text "eCourts Portal of Western Australia (1/1/2016) - Supported or Obsolete" and "Home | Privacy Policy | Directions Of Use | Feedback | Contact Us".

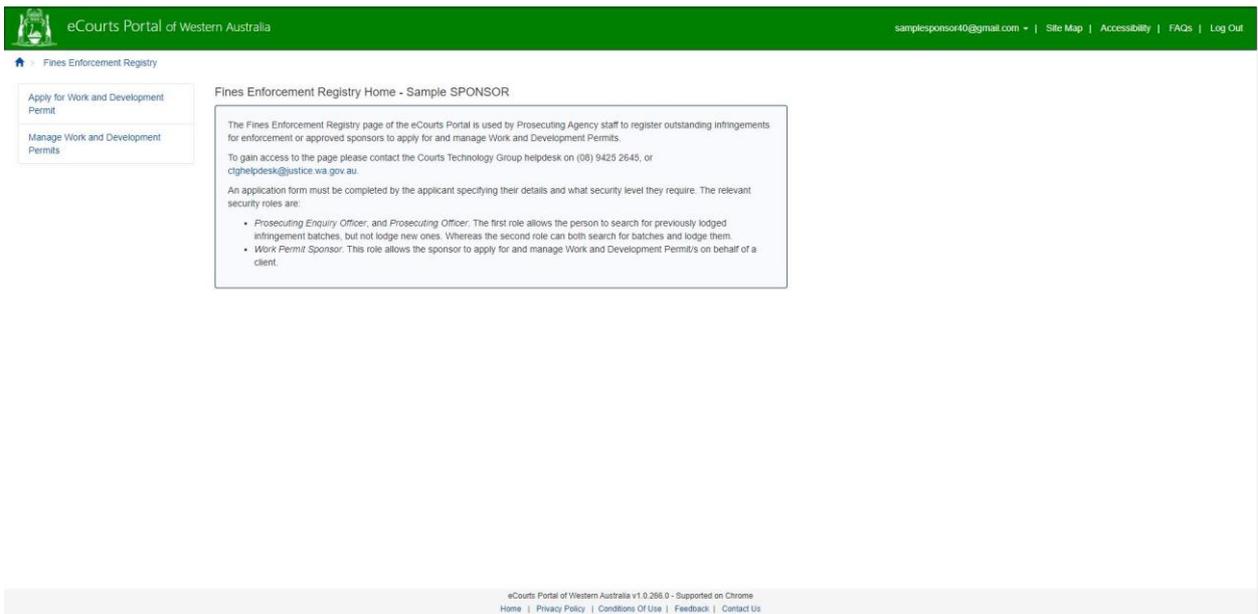
Click on this and enter your registered username (email address) and your password.

In the section of **Manage Work & Development Permits**, click on **Work and Development Permits**.

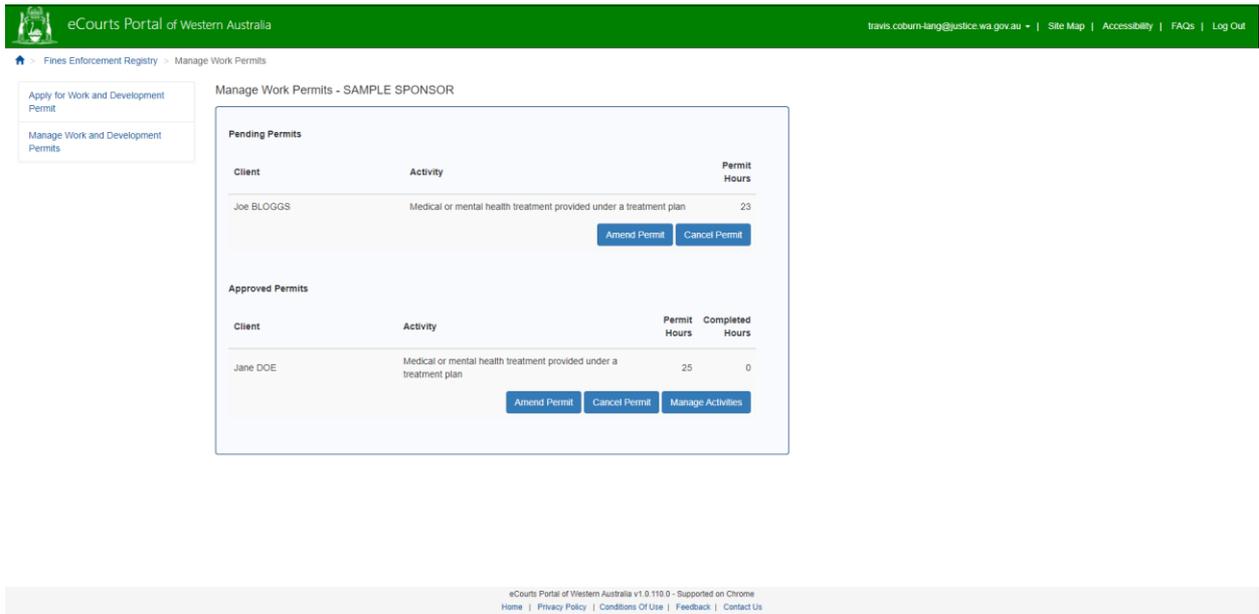
Work and Development Permit eCourtsPortal Sponsor User Guide



Click on **Manage Work and Development Permits**.

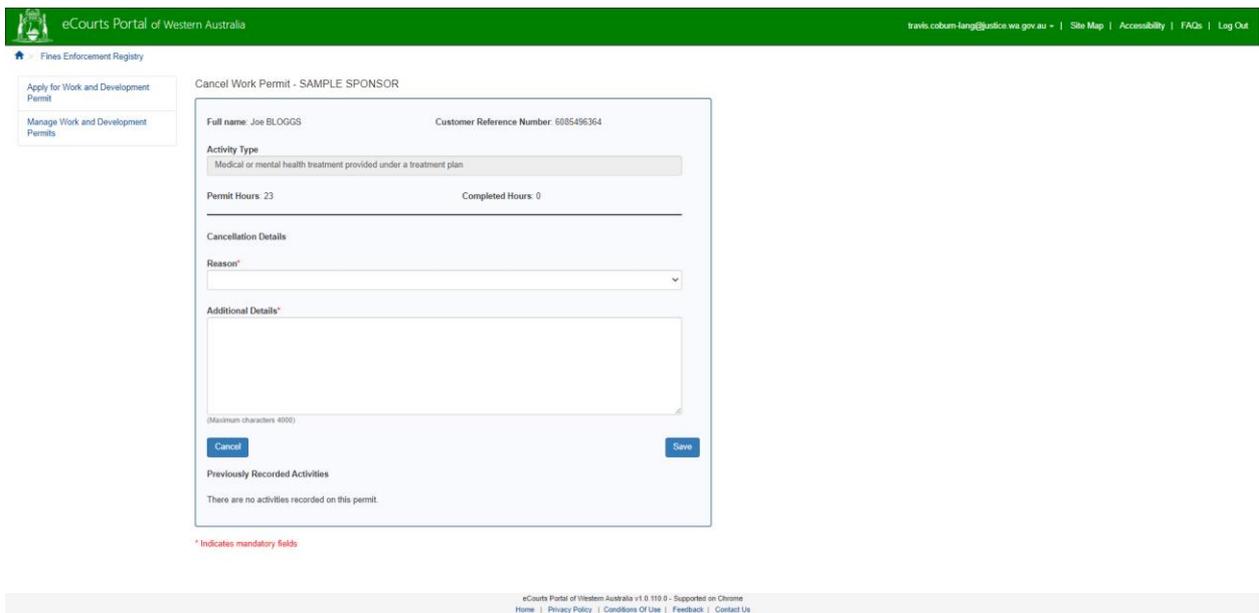


As shown in the screen below, a sponsor will see **Pending Permits** and **Approved Permits**. **Pending Permits** are WDP applications that you have submitted on behalf of a person that are pending the approval of the Registrar Fines Enforcement Registry. It should be noted that a person cannot start a WDP until the WDP application has been approved. **Approved Permits** are WDP applications that have been approved by the Registrar Fines Enforcement Registry.



With both Pending Permits and Approved Permits, a sponsor can amend or cancel WDP applications at any time. If you select to amend a **Pending Permit** or an **Approved Permit**, you will be returned to the WDP application and can amend any details in the WDP application that was submitted.

Secondly, a sponsor may cancel a **Pending Permit** or an **Approved Permit**. Select **Cancel Permit** and as shown in the screen below, you will be asked to select the reason why the WDP is being cancelled and provide any additional details. Click on **Save**, and the WDP application will be cancelled.



9 Reporting approved activity hours (or part thereof) under an approved WDP

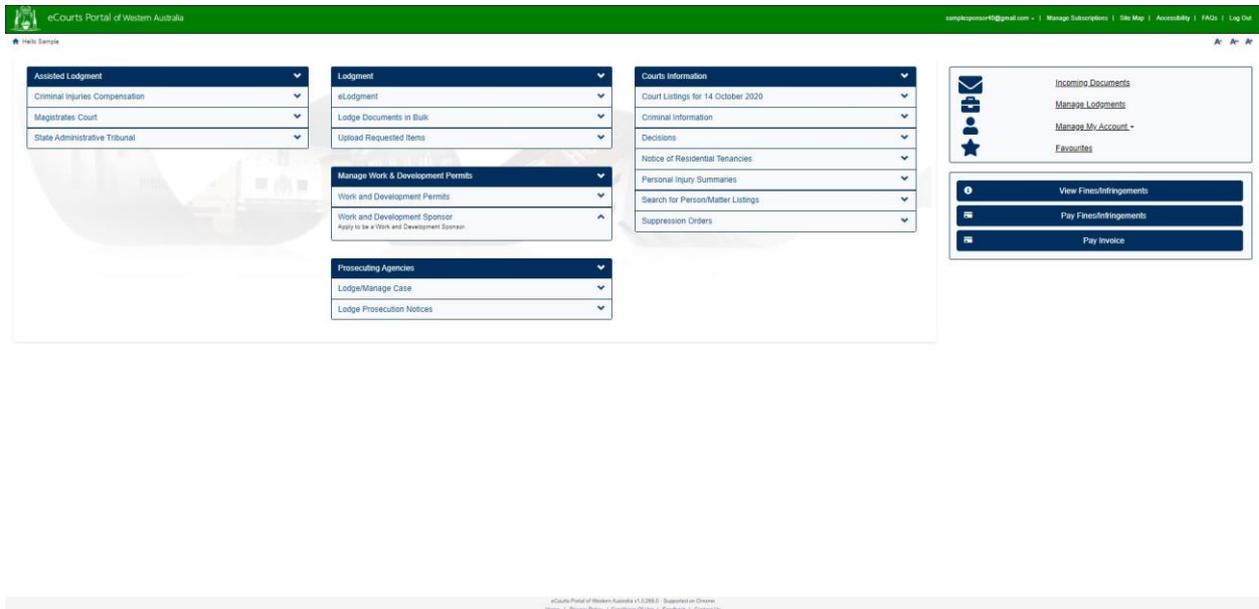
When you, as a sponsor, have agreed to sponsor a person under a WDP, you will be required to manage the reporting of the hours that a person undertakes in agreed activities under the WDP.

Go to <https://ecourts.justice.wa.gov.au>

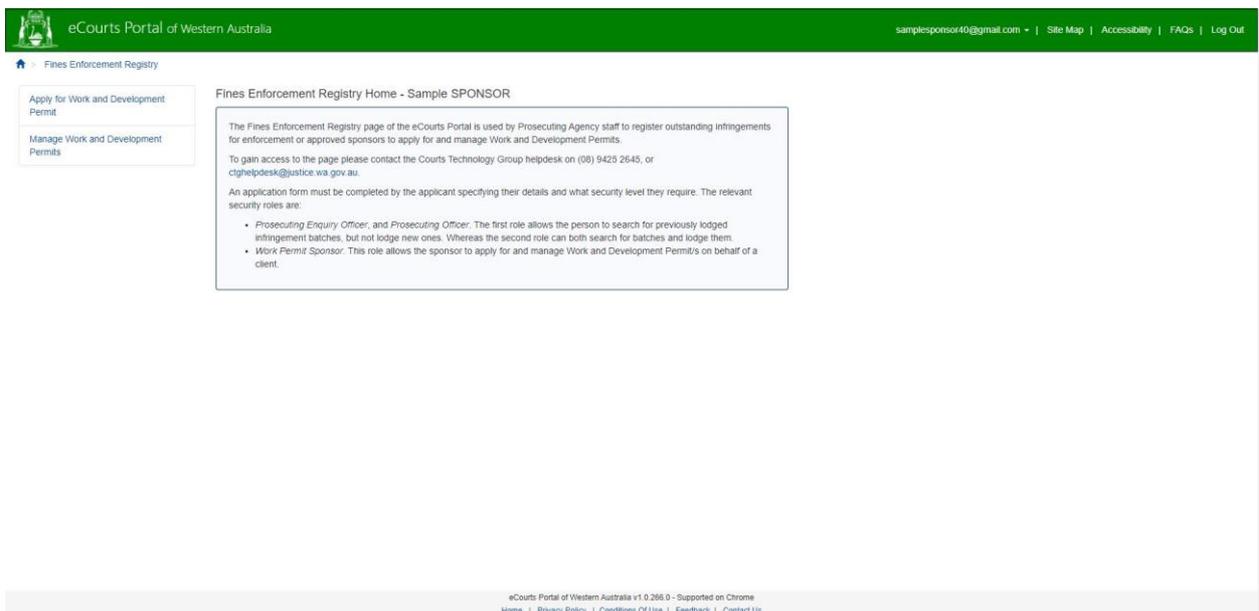
In the banner across the top of the screen you will find a link to **Login**.

Click on this and enter your registered username (email address) and your password.

In the section of **Manage Work & Development Permits**, click on **Work and Development Permits**.



Click on **Manage Work and Development Permits**.



As shown in the screen below, a sponsor will see **Pending Permits** and **Approved Permits**. **Pending Permits** are WDP applications that you have submitted on behalf of a person that are pending the approval of the Registrar Fines Enforcement Registry. It should be noted that a person cannot start a WDP until the WDP application has been approved. **Approved Permits** are WDP applications that have been approved by the Registrar Fines Enforcement Registry.

You, as a sponsor, will be required to report on the agreed activities that a person undertakes. To do this click on **Manage Activities**, as shown in the screen below.

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Fines Enforcement Registry > Manage Work Permits

Apply for Work and Development Permit
Manage Work and Development Permits

Manage Work Permits - SAMPLE SPONSOR

Pending Permits		
Client	Activity	Permit Hours
Joe BLOGGS	Medical or mental health treatment provided under a treatment plan	23
Amend Permit Cancel Permit		

Approved Permits			
Client	Activity	Permit Hours	Completed Hours
Jane DOE	Medical or mental health treatment provided under a treatment plan	25	0
Amend Permit Cancel Permit Manage Activities			

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To record the approved hours of activities of a person, simply select the date the activity was undertaken and enter the number of hours (or part thereof).

For example, if you as a sponsor, undertook a counselling session (as an approved activity) under an approved WDP for 1.5 hours. You would select the date the counselling took place and enter 2 hours.

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Fines Enforcement Registry > Manage Activities

Apply for Work and Development Permit
Manage Work and Development Permits

Manage Activities - Sample SPONSOR

Full name: Jane DOE | Customer Reference Number: 6084932432

Activity Type: Unpaid work

Permit Hours: 10 | Completed Hours: 3 | Remaining Permit Hours: 7

Required Hours to complete cases on Permit: 12

New Activity Details

Activity Date*: 09/11/2020 | Activity Hours*: | [Add Activity](#)

Previously Recorded Activities

Activity Date	Recorded Hours	Cases	
02/11/2020	2	263385/2020	Delete
02/11/2020	1	263385/2020	Delete

[Back](#)

* Indicates mandatory fields

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10 Sponsor Organisations

The Department of Justice has enabled for sponsor organisations to approve additional Portal users within their own organisation.

A sponsor organisation **does not** have to have every person within their organisation sign up as a sponsor. To facilitate this, the Department of Justice has enabled the one person that does sign up on behalf of a sponsor organisation to be a sponsor manager.

This means that once the organisation has been approved as a sponsor that the sponsor manager can then add additional Portal users for the organisation.

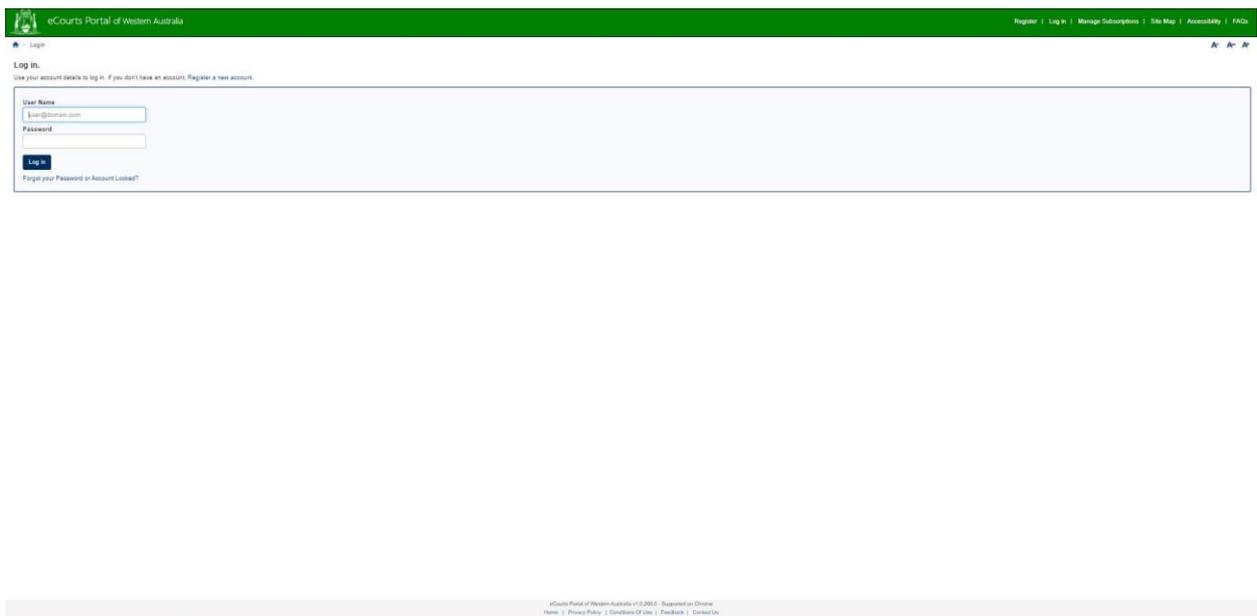
Go to <https://ecourts.justice.wa.gov.au>

In the banner across the top of the screen you will find a link to **Login**.

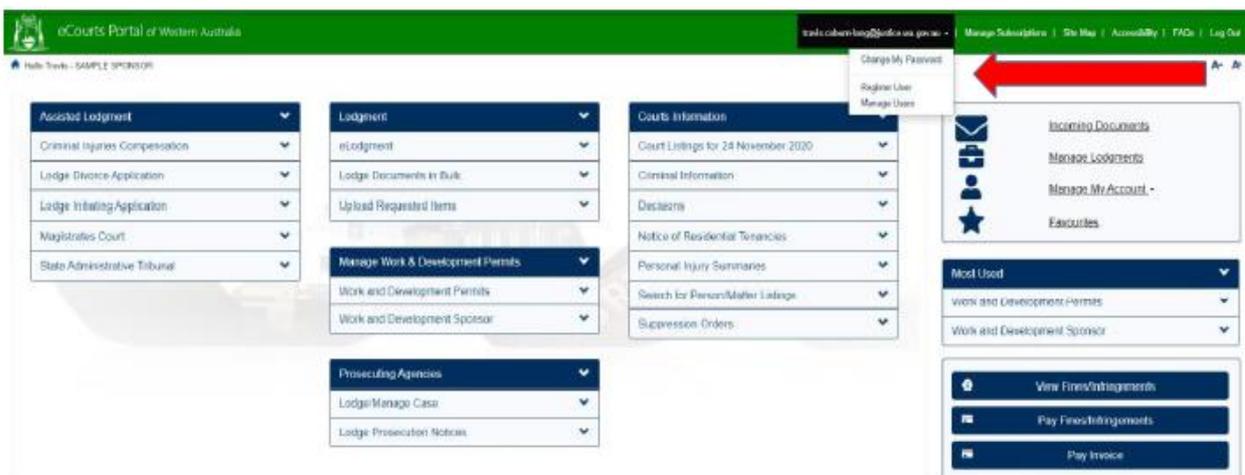
The screenshot shows the eCourts Portal of Western Australia homepage. At the top, there is a green header with the logo and navigation links. Below the header is a purple banner with a 'Coronavirus (COVID-19) Update'. The main content area is divided into several columns of links and information. On the right side, there is a 'Log In' section with a login form and a 'Log In to Access' section with links to 'Incoming Documents', 'Manage Lodgements', 'Manage My Account', and 'Manage My Favourites'. At the bottom right, there are buttons for 'View Fines/Infringements', 'Pay Fines/Infringements', and 'Pay Invoice'.

Click on this and enter your registered username (email address) and your password.

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When the sponsor organisation manager has logged in you will see your email address displayed in the banner across the top. Click on the down arrow and click on **Register User**.



Enter the details of the additional Portal users to be registered to your organisation and click on **Register**. The person that you have registered as an additional Portal user for your organisation will receive an email from ctghelpdesk@justice.wa.gov.au to complete the registration process and set a password. Once they have completed this step, they will be able to login to the eCourts Portal to submit applications for a WDP and manage pending and approved WDPs.

Work and Development Permit eCourtsPortal Sponsor User Guide

eCourts Portal of Western Australia

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Register User

Create a New Account

Please complete the below fields to register a new user for SAMPLE SPONSOR

Given Names: Sample

Family Name: Sponsor73

Email address: samplesponsor73@gmail.com

Confirm Email address: samplesponsor73@gmail.com

Register

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When the sponsor organisation manager has logged in you will see your email address displayed in the banner across the top. Click on the down arrow and click on **Manage Users**.

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Hello Travis - SAMPLE SPONSOR

- Assisted Lodgment
 - Criminal Injuries Compensation
 - Lodge Divorce Application
 - Lodge Initiating Application
 - Magistrates Court
 - State Administrative Tribunal
- Lodgment
 - eLodgment
 - Lodge Documents in Bulk
 - Upload Requested Items
- Courts Information
 - Court Listings for 24 November 2020
 - Criminal Information
 - Decisions
 - Notice of Residential Tenancies
 - Personal Injury Summaries
 - Search for Person/Matter Listings
 - Suppression Orders
- Manage Work & Development Permits
 - Work and Development Permits
 - Work and Development Sponsor
- Prosecuting Agencies
 - Lodge/Manage Case
 - Lodge Prosecution Notices
- Incoming Documents
 - Manage Lodgments
 - Manage My Account
 - Favourites
- Most Used
 - Work and Development Permits
 - Work and Development Sponsor
- View Fines/Infringements
- Pay Fines/Infringements
- Pay Invoice

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A list of users who have been registered as a Portal user for your organisation will be displayed. The only functionality in this section is to remove a user who is no longer a sponsor under the WDP Scheme.

Select a user listed and click on **Remove**. This will remove that persons access to the Department of Justice eCourts Portal.

Work and Development Permit eCourtsPortal Sponsor User Guide

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[Home](#) > [Manage Users](#) A- A+ A

Manage Users

For a user to view [Criminal Charges](#), [Matters and Listings](#), they must be a [Certificated Practitioner](#) in the State of Western Australia. Employees of a law firm who are not [Certificated Practitioners](#) must not be granted access. The name of the lawyer must match the name of the user. Click on the [Link to Lawyer](#) button.

Select to remove user accounts for **SAMPLE SPONSOR**

Name	Email	Lawyer

[Remove](#)

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11 Contact and support

If you require assistance in relation to a WDP or have questions in regards to the WDP Scheme, please contact:

Fines Enforcement Registry

Phone: 1300 650235 or 9235 0235 (mobile or international callers)

Email: ferwdp@justice.wa.gov.au

If you require assistance in relation to becoming an approved sponsor please contact:

Legal Aid Commission of Western Australia

Phone: (08) 9261 6353

Email: wdpservice@legalaid.wa.gov.au

Aboriginal Legal Service of Western Australia Limited

Phone: (08) 6371 4600

Email: WDPService@als.org.au