



Work and Development Permit Scheme

Work and Development Permit eCourts Portal Sponsor User Guide

April 2026

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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 courses
- 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 Department of Justice'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.

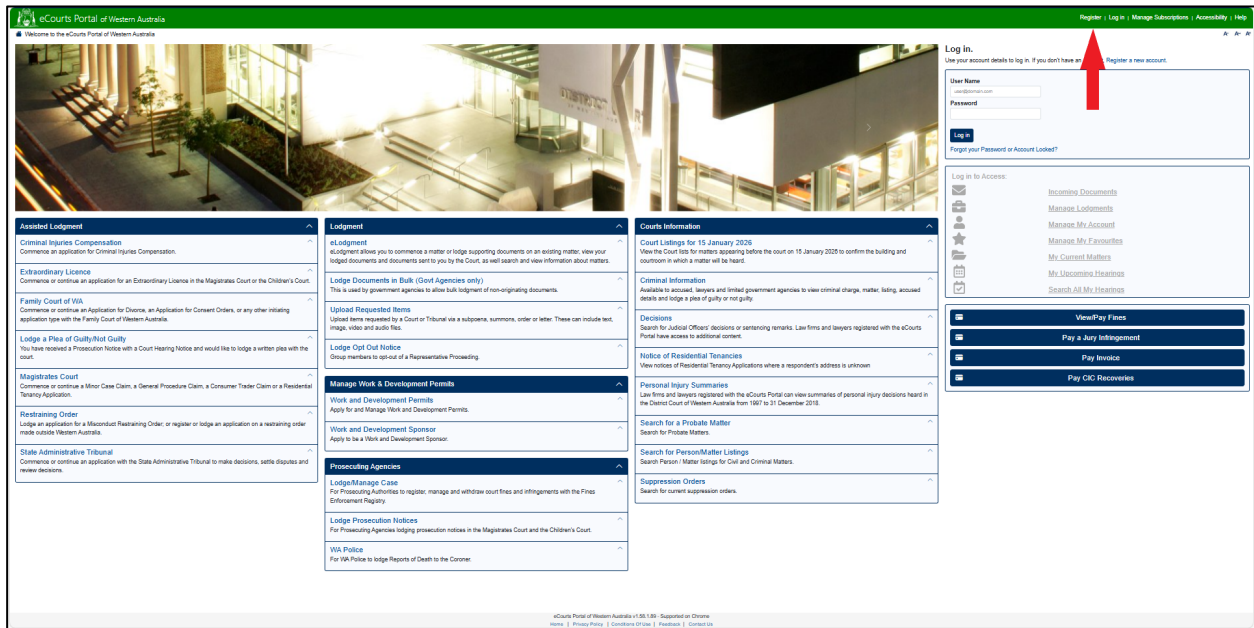
4 Disclaimer

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.

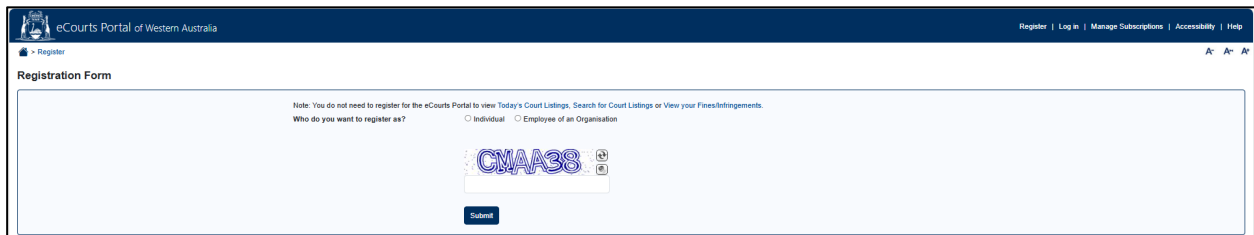
Go to <https://ecourts.justice.wa.gov.au> and in the banner across the top of the screen you will find a link to **Register**.



Click the link and complete the required information.

If you are a private practitioner, select **'Individual'**.

If you are employed by a government agency or private organisation, select **'Employee of an Organisation'**.



Please **do not** use a generic email address – only use an email address that is only ever used by yourself.

The screenshot shows the 'Registration Form' for the eCourts Portal of Western Australia. The page has a green header with the logo and navigation links like 'Register', 'Log In', 'Manage Subscriptions', 'Accessibility', and 'Help'. The main content area is titled 'Registration Form' and contains several sections:

- Note:** You do not need to register for the eCourts Portal to view Today's Court Listings, Search for Court Listings or View your Fines/Infringements.
- Who do you want to register as?** Radio buttons for Individual (selected) and Employee of an Organisation.
- Which of these do you work for?** Radio buttons for Law Firm, Prosecuting Authority, Government Agency, Media Company, Other Organisation (selected), and Yes/No.
- Does your organisation have an existing matter, case or charge?** Radio buttons for Yes and No.
- Enter your full legal name:** Fields for Given Names, Surname, and Sponsor.
- Email Address:** A text field with the example 'trevor@justice.wa.gov.au'.
- Currently Registered Organisations:** A dropdown menu.
- New Organisations:** A section for new users with fields for Organisation Name, Organisation Phone Number, Registered Office Address, Mobile Number, Suburb, Postcode, State, and Country.
- Organisation Email Address:** A text field with the example 'sponsors@spnspnspn.com.au'.

At the bottom of the form is a 'Submit' button and a 'CSS SVC' logo. The footer contains the text 'eCourts Portal of Western Australia v1.0.0.107' and links for Home, Privacy Policy, Conditions Of Use, Facebook, and Contact Us.

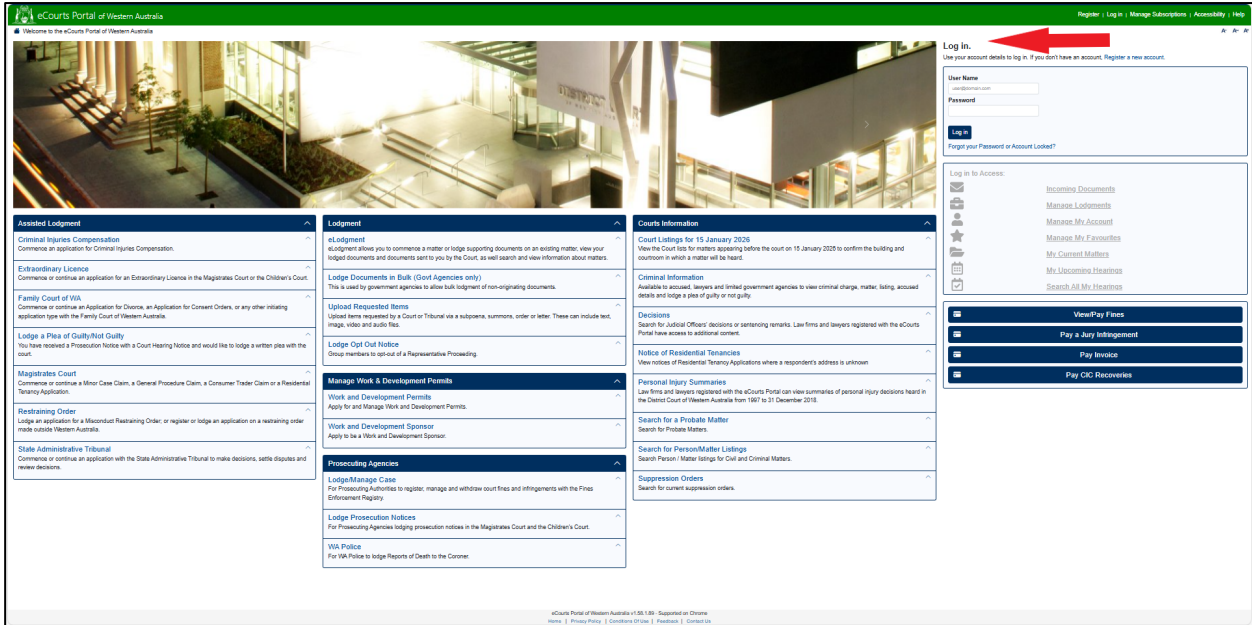
Once you have submitted your eCourts Portal registration application, you will receive an email from ctghelpdesk@justice.wa.gov.au to complete the registration process and set a password.

Once you have completed this step, you will be able to login to the eCourts Portal.

6 Applying to Be a WDP Sponsor

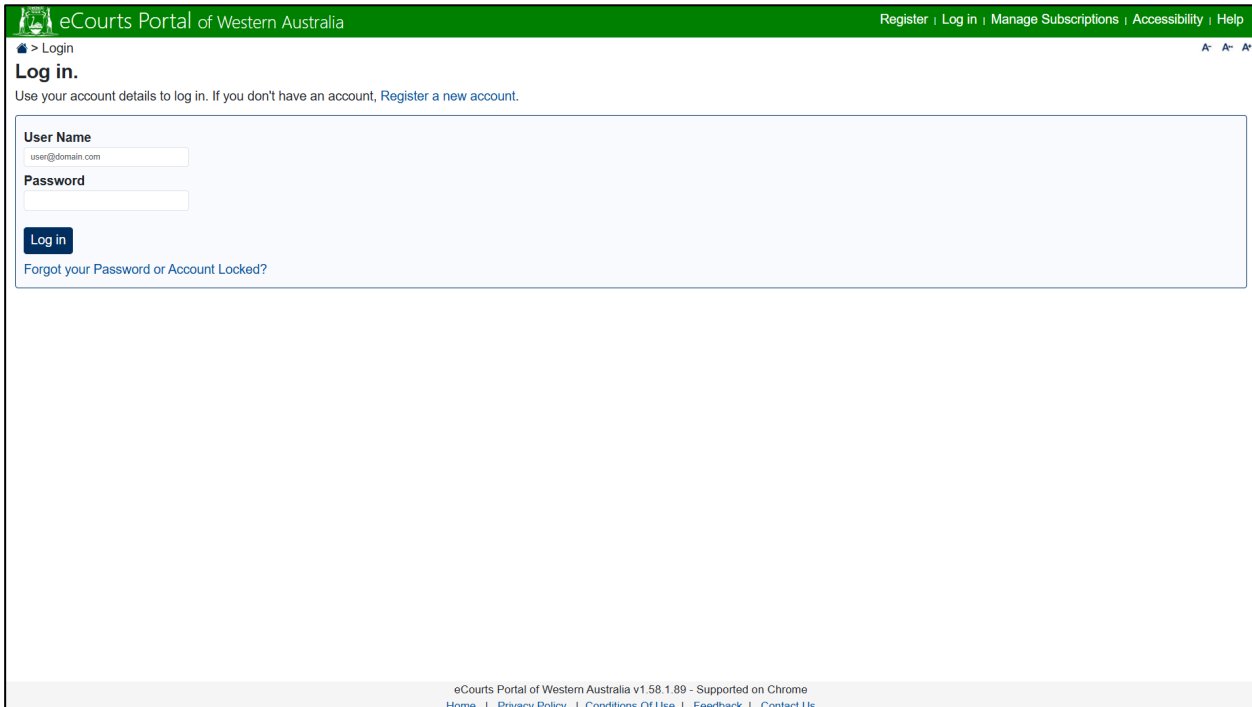
Go to <https://ecourts.justice.wa.gov.au>

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

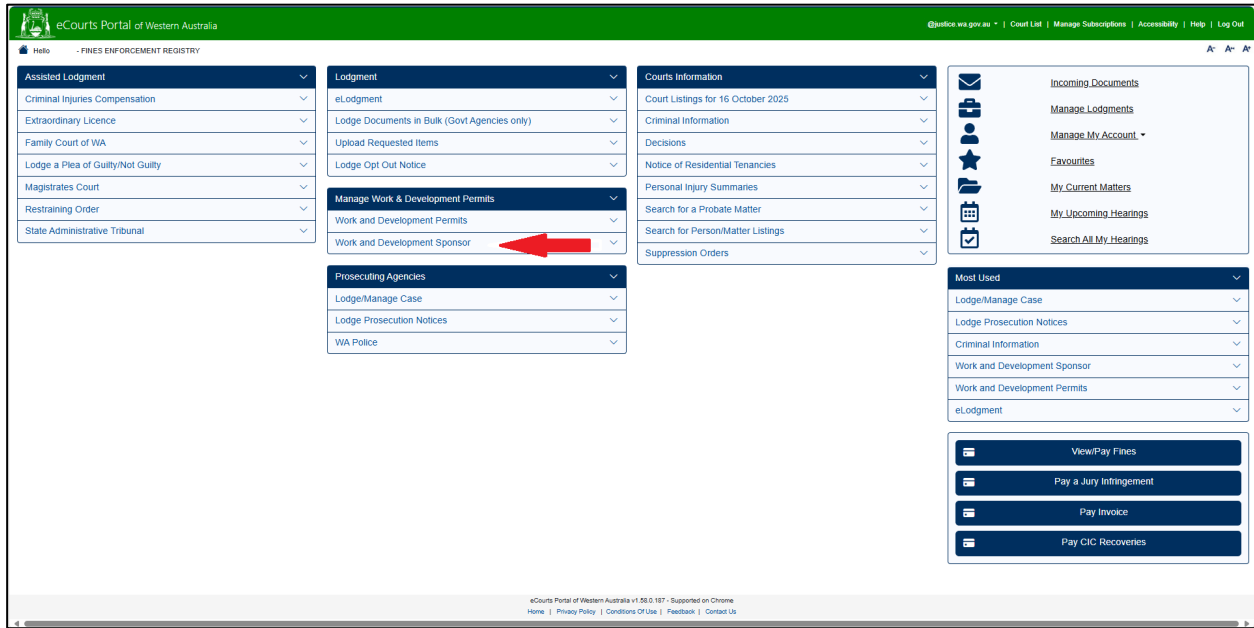


Click on this and enter your registered username (email address) and your password.

Complete the Multi Authentication Code.

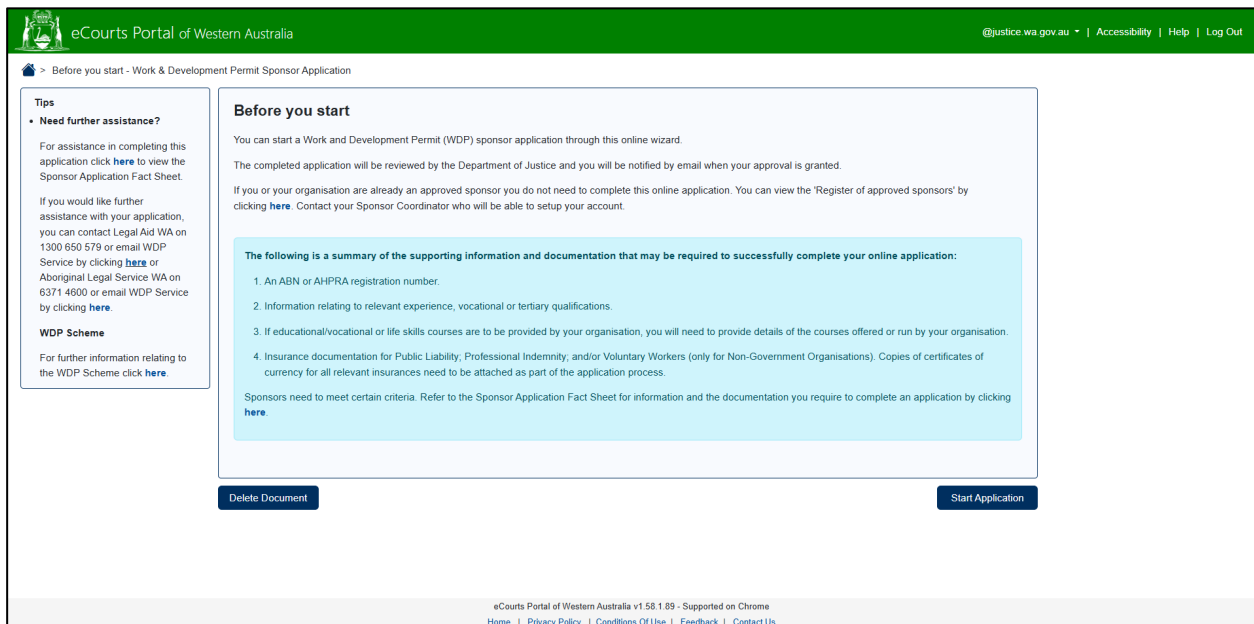


In the section of **Manage Work & Development Permits**, click on **Work and Development Sponsor**.



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**.

The screenshot shows a form titled "Postal address (if different to physical address)". It includes input fields for "Address:", "Suburb:", "Postcode:", "State:" (with "WA" selected), and "Country:" (with "Australia" selected). Below these fields is a section "Which area do you provide support to? * (select all that apply)" with a list of regions: Perth Metro (checked), Kimberley, Pilbara (checked), Gascoyne, Mid West, Wheatbelt, Peel, South West, Great Southern (checked), Goldfields-Esperance, and Outside WA. Another section asks "Do you or your organisation identify as working with? * (select all that apply)" with options: Aboriginal and Torres Strait Islander persons (checked), Culturally and Linguistically Diverse persons (checked), LGBTQI+ persons (checked), and None of the above. At the bottom, there are buttons for "Save for later", "Delete Document", and "Next". A footer note states "eCourts Portal of Western Australia v1.58.0.187 - Supported on Chrome".

The screenshot shows the "Sponsor Information" form. It starts with a "Tips" sidebar on the left. The main form area is titled "Sponsor Information" and includes a sub-header "Complete the application details to become a Work and Development Permit (WDP) sponsor for eligible clients." The form contains several sections: "What type of sponsor are you? *" with radio buttons for Government Agency, Organisation (selected), Health Practitioner, and Individual; "Organisation name *", "ABN *", and "Type of organisation *" with radio buttons for For profit and Not for profit; "Provide a brief description about your organisation" with a text area; "Website (enter the URL of your website)" with a text field; and "Physical address (For a Health Practitioner, enter the Practice address)" with input fields for "Address: *", "Suburb: *", "Postcode: *", "State: *" (with "WA" selected), and "Country: *" (with "Australia" selected). A "Save for later" button is visible at the bottom left of the form area.

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

Postcode: _____ State: WA Country: Australia

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

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
 LGBTIQ+ persons
 None of the above

* Indicates mandatory fields

Save for later Cancel Next

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

The second part of the application to be a WDP sponsor asks you to complete the Sponsor Representative details. This is the person that oversees the WDP Scheme within your organisation.

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Work & Development Permit Sponsor Application

Sponsor Information
Sponsor Representative

Sponsor Representative

Provide the contact details of your WDP sponsor representative.

Individual's name
(provide the full name)

Surname: * E.G. CITIZEN
Given name(s): e.g. Jane Mary

Position: *

Contact details

Email address: *
Mobile:
Phone:
(These contact details may be used for electronic notifications)

* Indicates mandatory fields

Save for later Delete Document Back Next

eCourts Portal of Western Australia v1.53.0.187 - Supported on Chrome
Home | Privacy Policy | Conditions Of Use | Feedback | Contact Us

The third 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**.

If your organisation is offering the WDP scheme in other areas of WA, you may add the additional regions or contacts to the register. Once completed select **Next**.

Contact details for the WDP webpage

The following information will be published on the WDP webpage for clients to make contact with you.

Organisation name *

Enter the office details and then click Add Contact.

Region *

Suburb *

Postcode *

Contact name *

(first name only required)

Contact details

Email address: *

Mobile:

Phone:

(These contact details may be used for electronic notifications)

Add Contact

WDPs webpage contact details						
Region	Suburb	Postcode	Contact name	Contact phone	Contact mobile	Contact email

*Indicates mandatory fields

Save for later Delete Document Back Next

The fourth 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**.

Activities and Insurance

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.

I confirm I have read, fully understood and agree with the above statement * Yes, I agree.

Which activity types will you support? * Unpaid work

(select all that apply)

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.

Professional indemnity insurance expiry date *

Public liability insurance expiry date *

Voluntary workers insurance expiry date *

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

Approved sponsors are able 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 Provider? Yes No

* Indicates mandatory fields

[Save for later](#) [Delete Document](#) [Back](#) [Next](#)

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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.

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@justice.wa.gov.au - Accessibility | Help | Log Out

Work & Development Permit Sponsor Application

- ✓ Sponsor Information
- ✓ Sponsor Representative
- ✓ Contact details for the WDP webpage
- ✓ Activities and Insurance
- Third Party Details**

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 screen capture and select **Next**.

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

[Save for later](#) [Delete Document](#) [Back](#) [Next](#)

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

- list the programs you are offering for the purpose of the WDP Scheme
- confirm relevant qualifications
- confirm and attach a copy of health and safety policies and procedures, and
- confirm and attach a copy of complaints management and resolution process.

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

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Work & Development Permit Sponsor Application

- Sponsor Information
- Sponsor Representative
- Contact details for the WDP webpage
- Activities and Insurance
- Third Party Details
- Qualifications**

Qualifications

List the education/vocational or life skills course
(If activity 'educational/vocational or personal development course' is supported)

In this section please provide details of all the programs your organisation is offering for the purpose of the WDP Scheme.

I agree that our staff have the relevant qualifications, training and/or experience requirements as outlined on the Sponsor Application Fact Sheet. Yes, I agree.

Provide supporting evidence of the relevant qualifications, training and/or experience

Upload files:

Upload file: * (supported file formats: .jpeg, .png, .doc, .docx and .PDF)

Attachment(s)

File Name

or

Provide details:

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 and check if you entered everything required.

Click on **Lodge** to submit your application to be considered by the Registrar of the Fines Enforcement Registry (FER).

I agree that this organisation has health and safety policies and procedures in accordance with the WDP Guidelines * Yes, I agree.

Upload supporting evidence of health and safety policies and procedures *

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

Attachment(s)

File Name

I agree that this organisation has a complaints management and resolution system in accordance with the WDP Guidelines * Yes, I agree.

Upload supporting evidence of complaints management and resolution system *

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

Attachment(s)

File Name

* Indicates mandatory fields

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Work & Development Permit Sponsor Application

- ✓ Sponsor Information
- ✓ Sponsor Representative
- ✓ Contact details for the WDP webpage
- ✓ Activities and Insurance
- ✓ Third Party Details
- ✓ Qualifications
- Sponsor Application Certifications and Submission**

Sponsor Application Certification

As an approved organisation for WDP, I understand that we may be audited and therefore I agree to ensure this organisation, in line with the WDP Guidelines, will:

- 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.

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.

I agree to the above terms: Yes

* Indicates mandatory fields

Save for later Delete Document Preview Back Lodge

eCourts Portal of Western Australia @justice.wa.gov.au | Accessibility | Help | Log Out

Manage Lodgments > Lodgment

Lodging: Work & Development Permit Sponsor Application

Validate
✓

>

Lodge

>

Confirmation

Lodgment Status:

16/10/2025 14:07:08: Validating

16/10/2025 14:07:08: Validation Successful

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Manage Lodgments > Lodgment

Lodging: Work & Development Permit Sponsor Application

Validate
✓

>

Lodge
✓

>

Confirmation
✓

Lodgment Status:

16/10/2025 14:07:08: Validating

16/10/2025 14:07:08: Validation Successful

16/10/2025 14:07:13: Rendering and Uploading Work & Development Permit Sponsor Application pdf

16/10/2025 14:07:28: Uploading 4 attachment(s).

16/10/2025 14:07:28: Uploading Certificate of Currency General.pdf

16/10/2025 14:07:32: Uploading Complaints Management Policy SS.docx

16/10/2025 14:07:37: Uploading Health and Safety Grievance Policies.docx

16/10/2025 14:07:42: Uploading col.docx

16/10/2025 14:07:47: Lodging.

16/10/2025 14:07:50: Lodgment Completed

View Lodged Document

Once your WDP sponsor application has been assessed by the Registrar of the FER, 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 manage any approved Permit's.

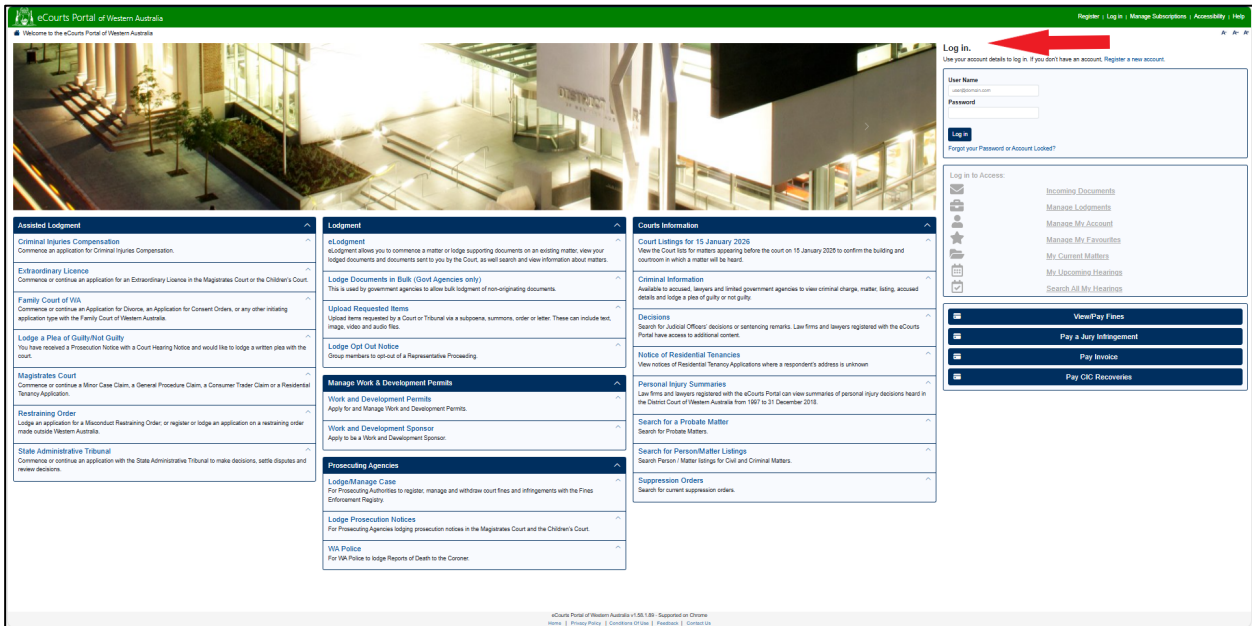
7 Submitting a WDP Application on Behalf of a Client

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 FER.

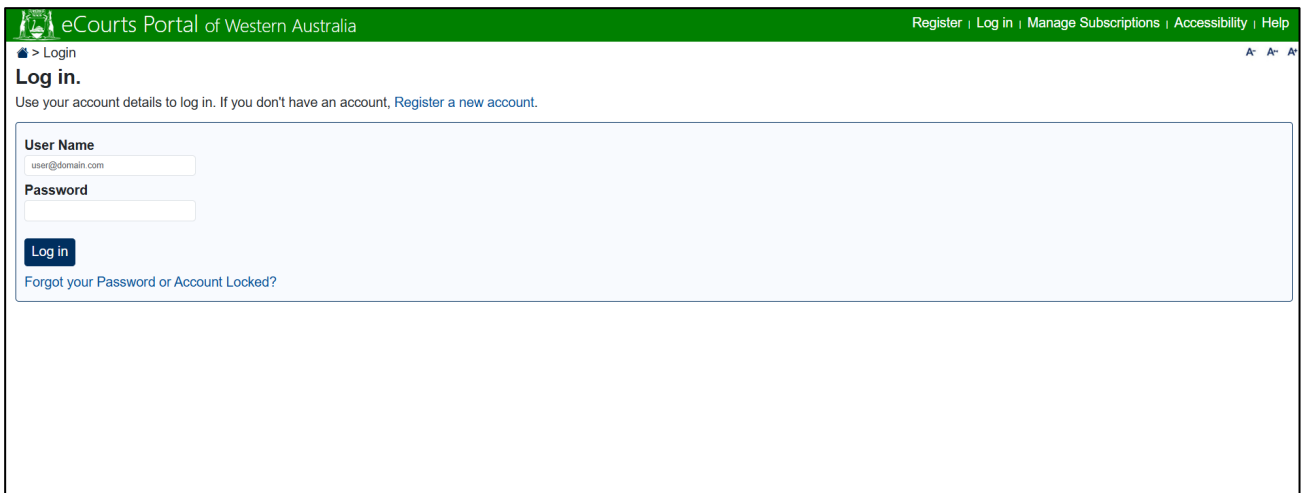
It is the responsibility of your client to provide you with the details of their cases that are registered with the FER, plus any details and supporting documents to demonstrate that they meet the hardship criteria.

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

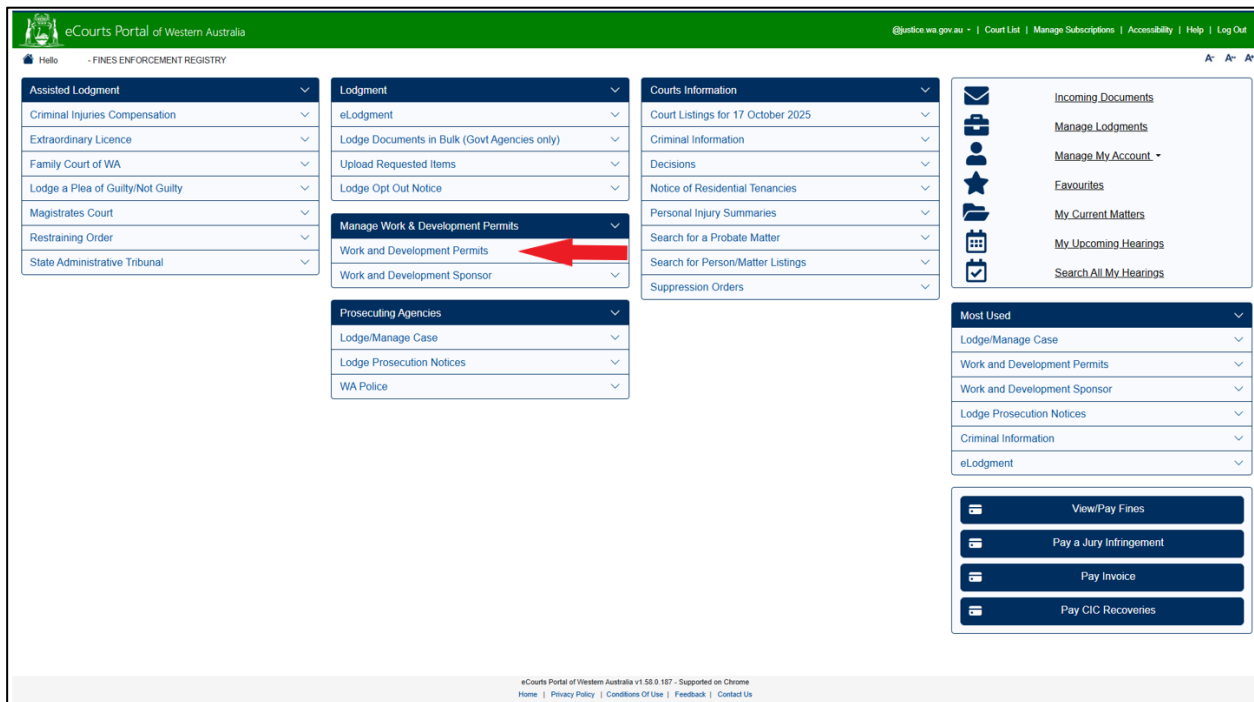
In the banner across the top of the screen you will find a link to **Login**.



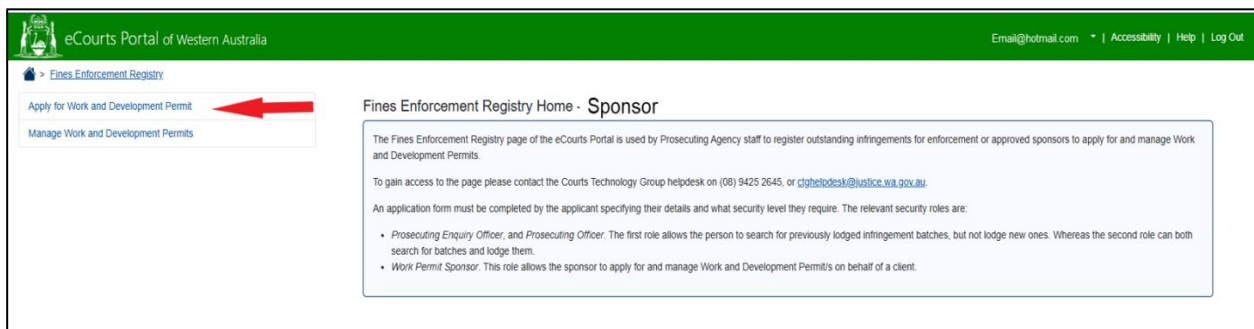
Click on this and enter your registered username (email address) and your password. Complete the Multi Authentication Code.



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



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



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**.

Important Information

If your client's record does not appear, it may be due to one of the following reasons:

- They do not have any eligible court fines
- The client has infringements only
- The FER has not yet issued a **Notice of Intention to Enforce** (*this document is issued approximately 28 days after the court hearing*).
- A WDP may already be in place with another sponsor
- The client may be on a breached Time to Pay arrangement.

If any of the above situations apply, it is recommended that you contact the **Work and Development Permit Team** to discuss the client's options.

The screenshot shows the 'Apply For Work Permit' page on the eCourts Portal of Western Australia. The page title is 'Apply For Work Permit - Sample WDP Organisation'. The breadcrumb trail is 'Home > Fines Enforcement Registry > Apply For Work Permit'. On the left, there are two menu items: 'Apply for Work and Development Permit' and 'Manage Work and Development Permits'. The main content area contains a search form with the instruction: 'You must complete at least two (2) of the options as well as the client's surname'. The form includes the following fields: 'Case Number' (format: nnn/yyyy or nnn/yy or yy/nnn), 'Charge Number' (format: nnnn/yyyy), 'Customer Reference Number', 'Date of Birth' (format: dd/mm/yyyy), and 'Surname*' (with an asterisk indicating it is mandatory). A blue 'Search' button is positioned below the Surname field. A red asterisk at the bottom of the page 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 permit location; the suburb where the permit will be held for example if it were the Cannington branch you would select Cannington
- 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 FER, 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**.

Apply For Work Permit - FINES ENFORCEMENT REGISTRY

Full name: _____ Customer Reference Number: _____

Hardship Type*
 Financial hardship

Details of Hardship*
 Our client is in receipt of Centrelink benefits and is suffering financial difficulties in paying off his fines and other daily expenses

(Maximum characters 1000)

Supporting Documents*
 Supported file formats: .docx, .doc, .rtf, .txt, .xls, .xlsx, .pdf, .jpg, .jpeg, .png

Select files... Done

Work and Development Permit (WDP) Pre-agreement Form.pdf
Files uploaded successfully

Activity Type*
 Educational, vocational or personal development course

Permit Location* Enter the Suburb of the Permit Location.
 Cannington

Description of Activity*
 Digital 4 work - An instructor led training program. It is an engaging program that supports individuals to overcome digital barriers and enhance their employability and capacity to find work. These skills will support the start of a customer's job search journey. This program has 3 levels to meet the various needs of cohorts who are at varying levels of digital literacy and skill. Level 1 - Being able to start in the digital world safely. Level 2 - Having the confidence to search and apply for a job. Level 3 - Getting ready to start a job

(Maximum characters 1000)

Client has verbally consented to electronic service of FER documents?

Is there a perceived Conflict of Interest between yourself and the client? Yes No
 If yes, please upload details of your conflict as a supporting document.

Is the client an existing client? Yes No

Cancel Back Next

* Indicates mandatory fields

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Supporting Documents*
 Supported file formats: .docx, .doc, .rtf, .txt, .xls, .xlsx, .pdf, .jpg, .jpeg, .png

Select files... Drop files here to upload

Activity Type*

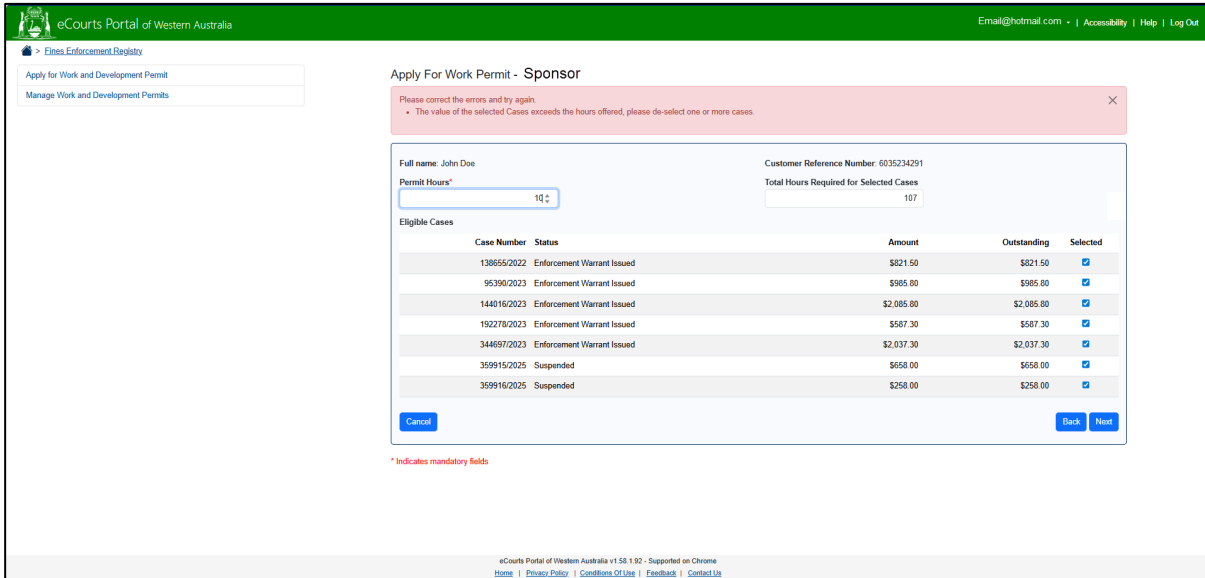
- Educational, vocational or personal development course
- Educational, vocational or personal development course - Third Party Provider
- Medical or mental health treatment provided under a treatment plan
- Medical or mental health treatment provided under a treatment plan - Third Party Provider
- Mentoring 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

Is there a perceived Conflict of Interest between yourself and the client? Yes No
 If yes, please upload details of your conflict as a supporting document.

Is the client an existing client? Yes No

Cancel Back Next

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 FER. 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**.



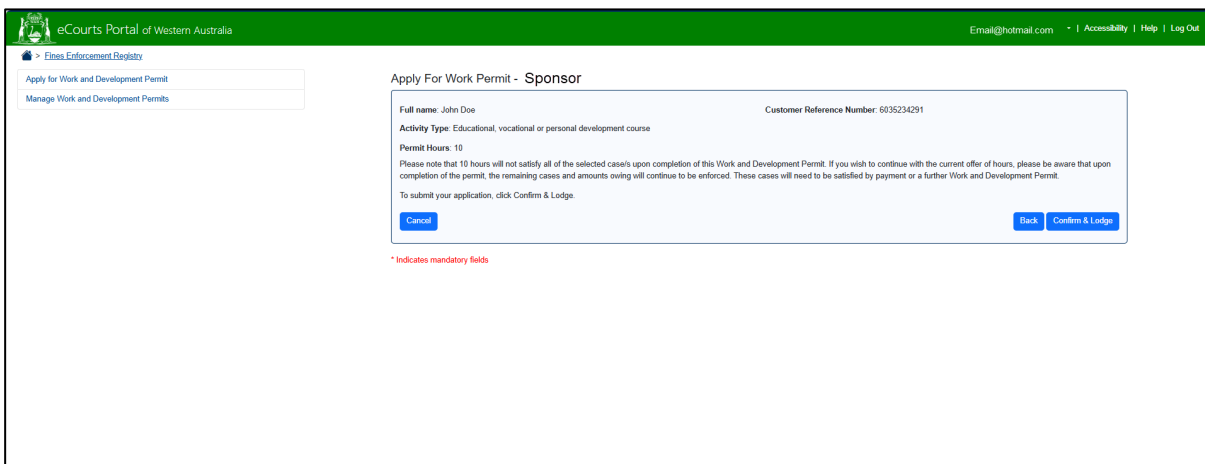
If you are unable to offer the person the number of hours required to complete the activities, you will have to deselect some of the court fines.

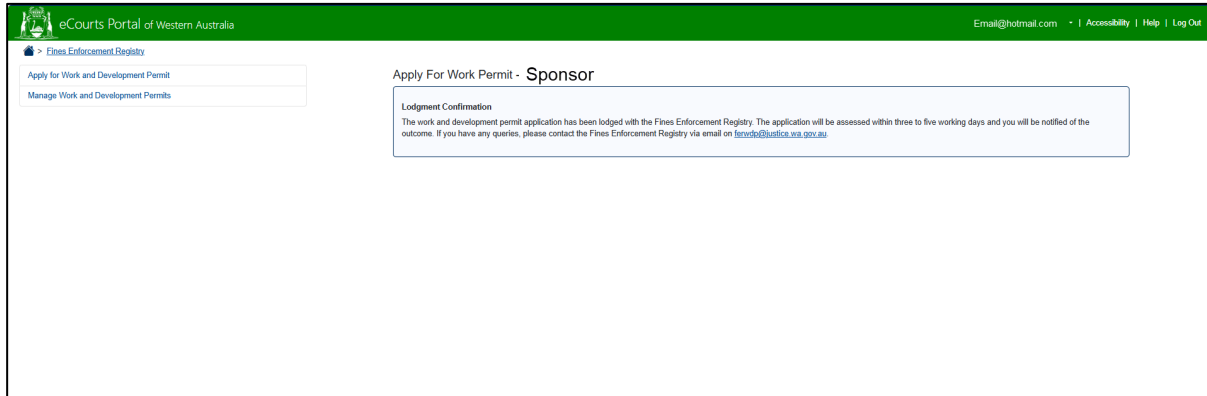
If, for example, a person's cases require 107 hours of activity and you can only offer 10 hours, it will let you proceed. However, a message will be displayed that the person will still have an outstanding balance at the end of the hours approved under the WDP.

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**.

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 FER.





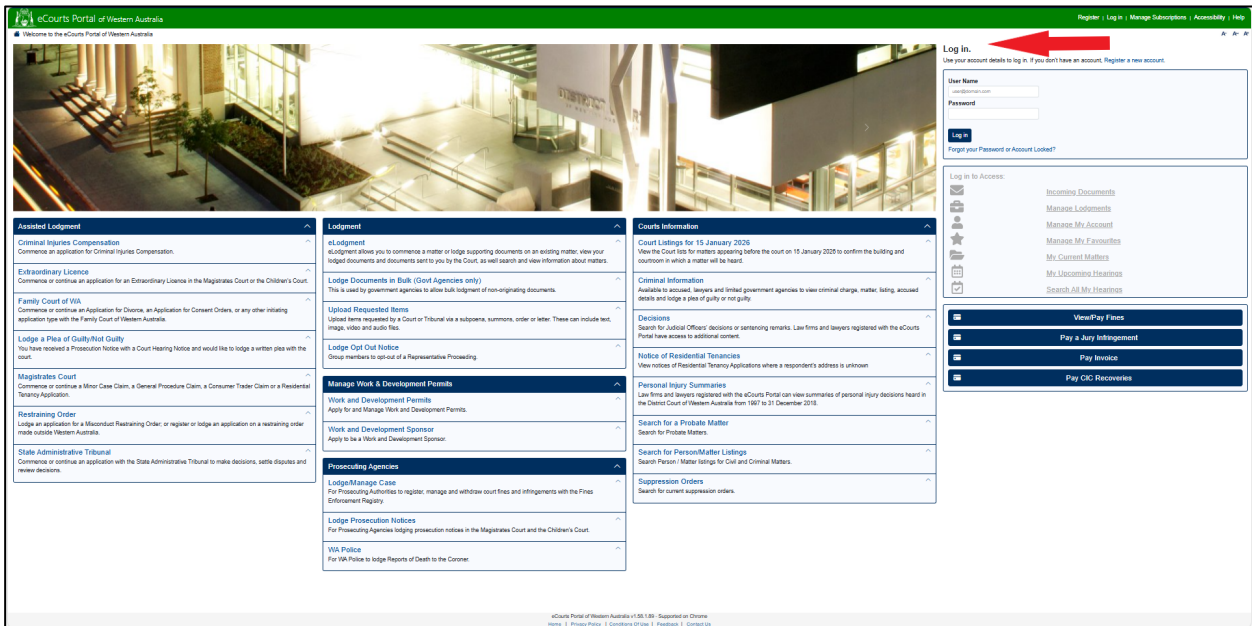
Both you and the client will receive an email or letter in the post advising of the outcome.

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 their Permit.

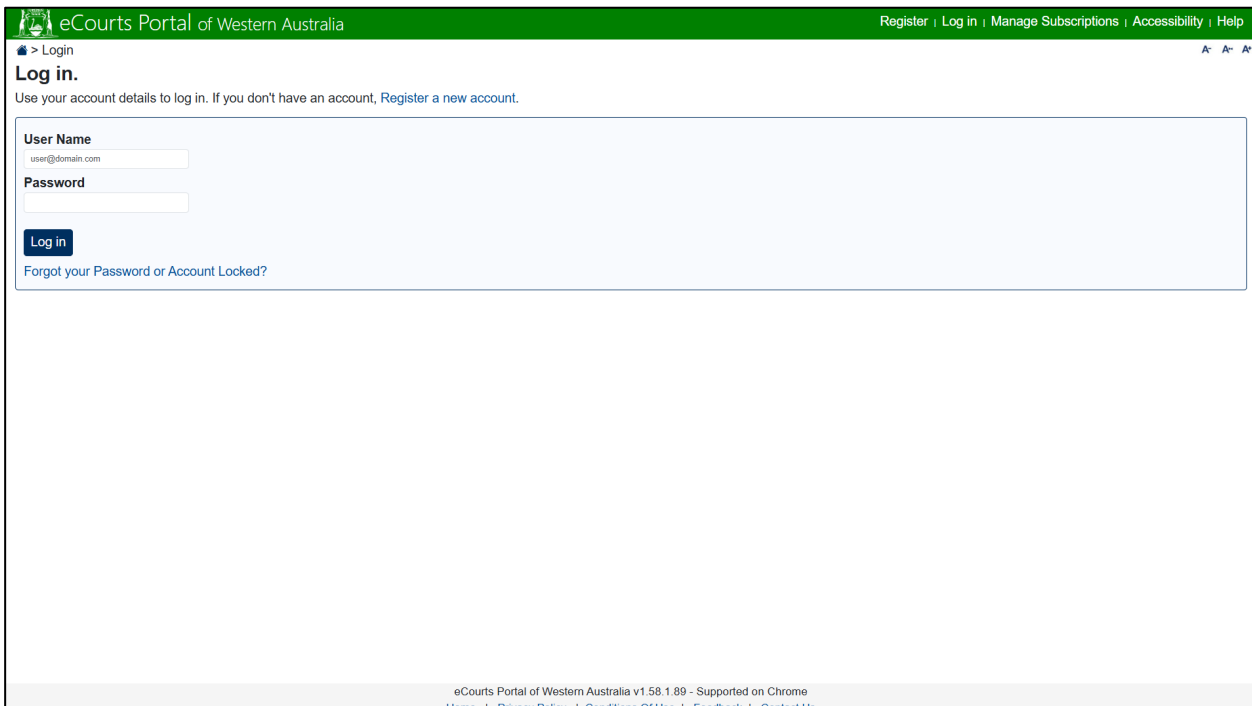
Go to <https://ecourts.justice.wa.gov.au>

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

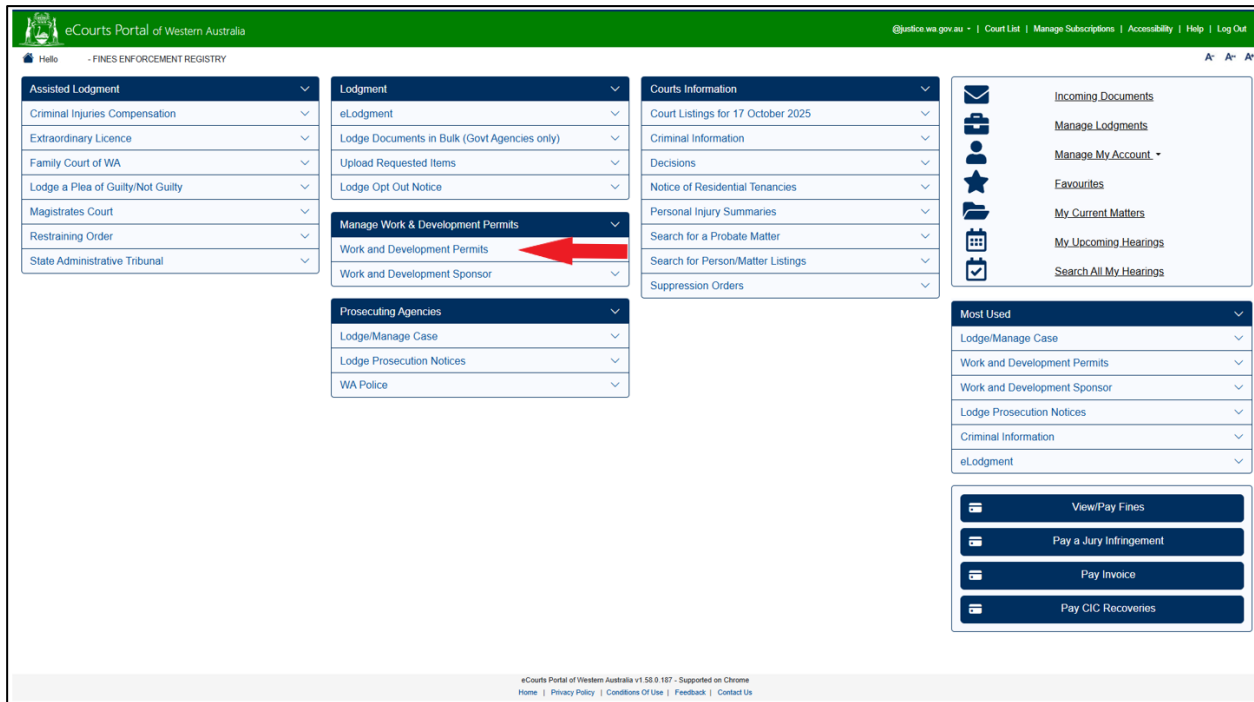


Click on this and enter your registered username (email address) and your password.

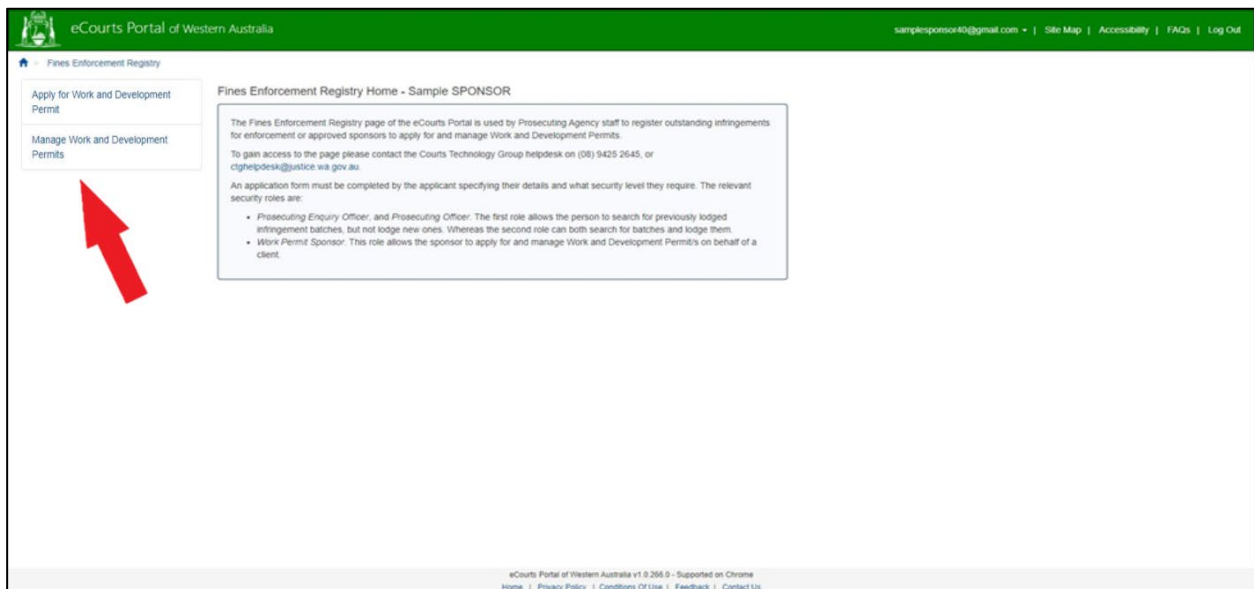
Complete the Multi Authentication Code.



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



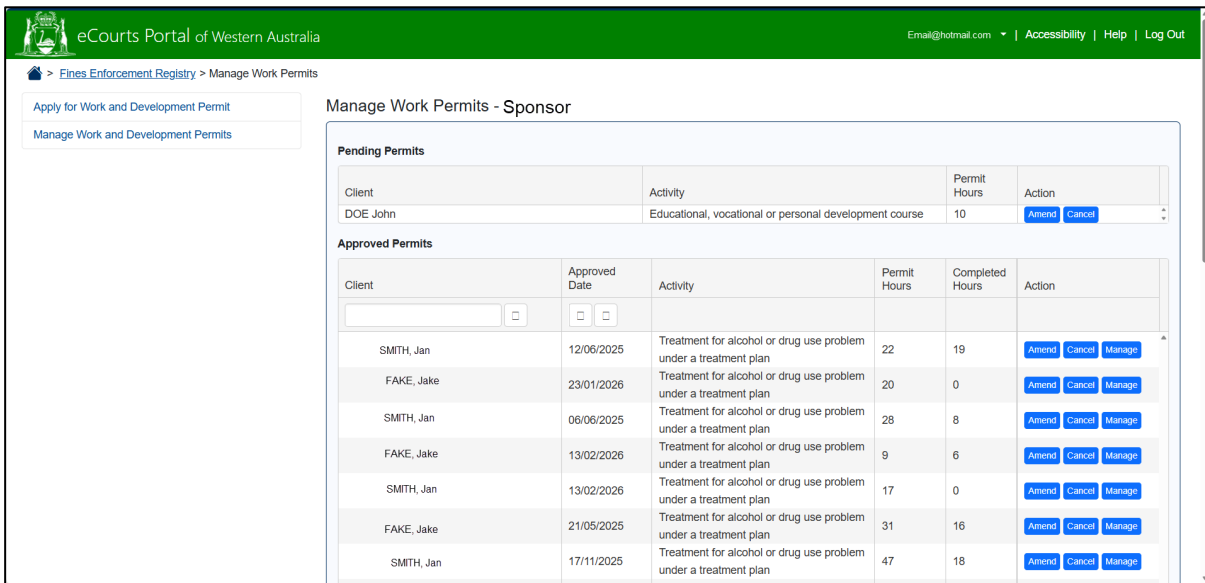
Click on **Manage Work and Development Permits**.



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 of the FER. It should be noted that a person cannot start a WDP until the application has been approved.

Approved Permits are WDP applications that have been approved by the Registrar of the FER.



With both Pending Permits and Approved Permits, a sponsor can amend or cancel WDP applications at any time.

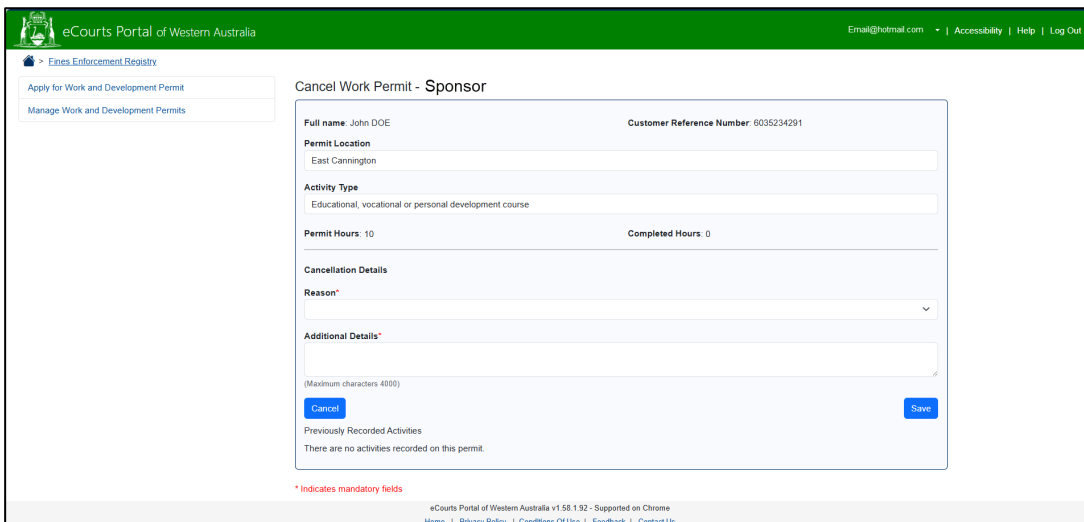
If you select to amend a **Pending Permit** or an **Approved Permit**, you will be returned to the WDP application and can amend any details submitted.

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 additional details. Click on **Save**, and the WDP application will be cancelled.

Important Information

Please ensure that you record all activities prior to cancelling the WDP. Once a WDP has been cancelled you cannot record any activities on the permit.



Below are the reasons a WDP can be cancelled.

Cancellation Details

Reason*

Client has exited program

False or misleading information supplied in support of WDP

Fine Expiation Order

Offender no longer eligible for WDP

Offender without reasonable excuse, failed to undertake the required activity

Other

Sponsor has contravened requirements of WDP

Sponsors approval has been revoked

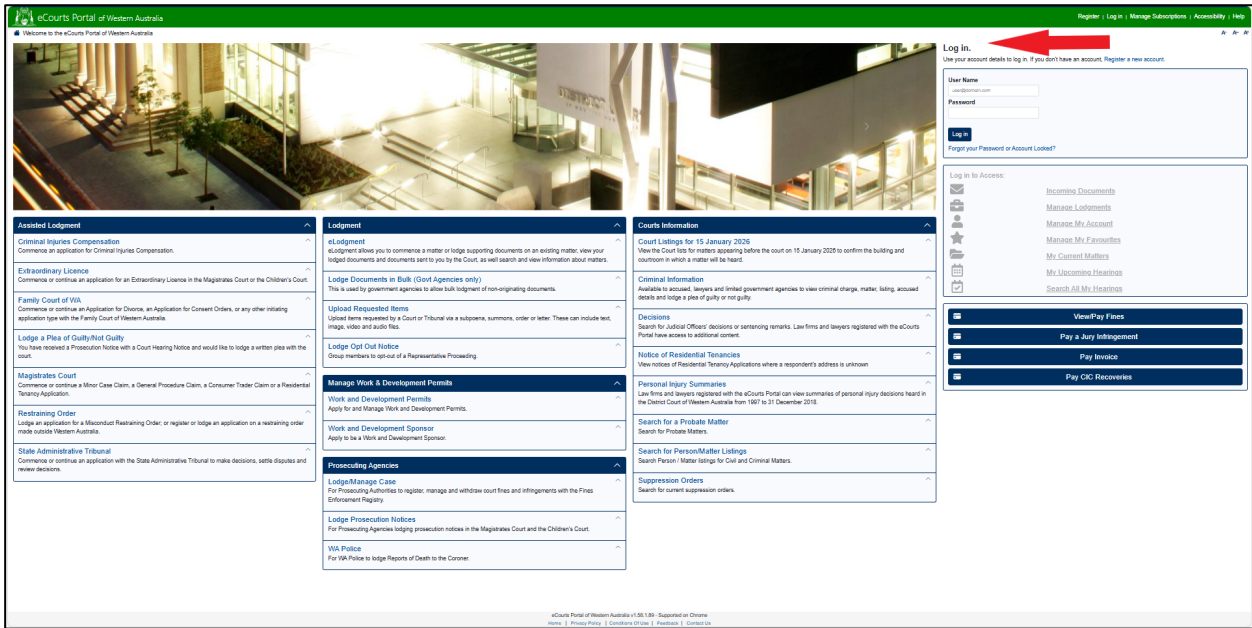
Unable to continue to supervise the performance of the activity

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 person undertakes in agreed activities.

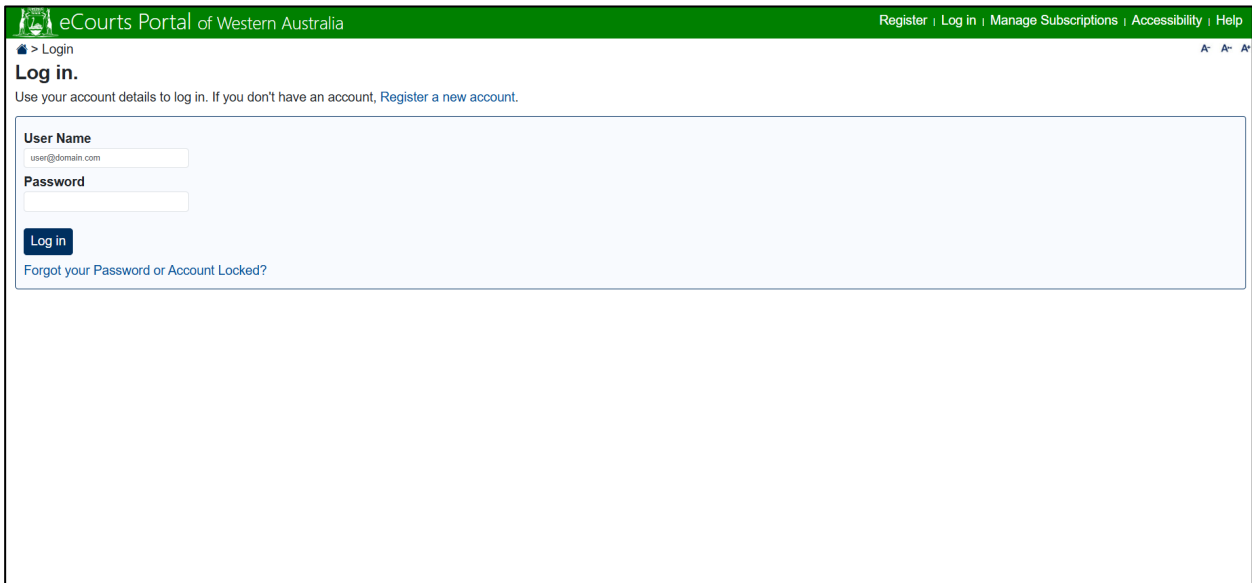
Go to <https://ecourts.justice.wa.gov.au>

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

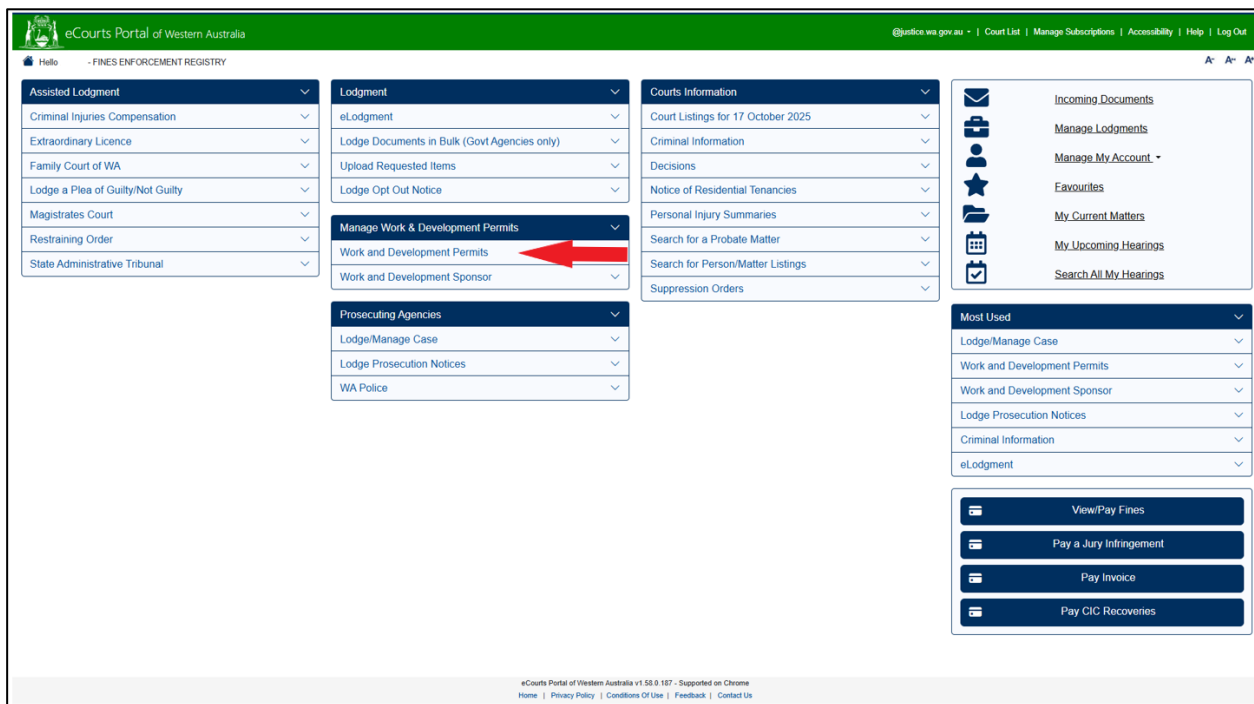


Click on this and enter your registered username (email address) and your password.

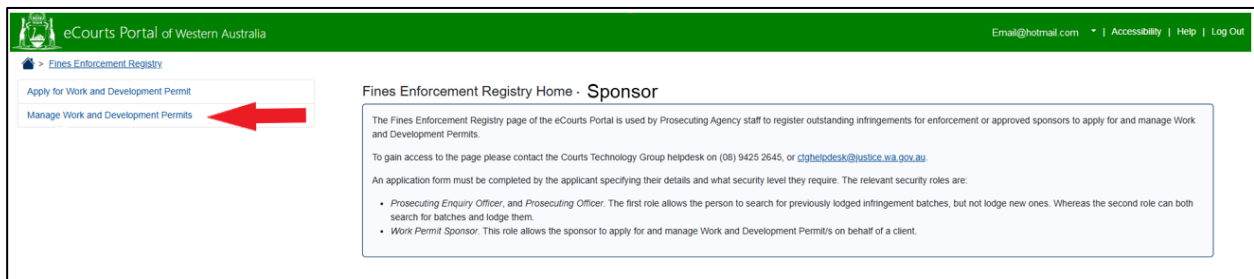
Complete the Multi Authentication Code.



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 are pending the approval by the Registrar of the FER. 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 of the FER.

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

The screenshot shows the 'Manage Work Permits - Sponsor' interface. It features a navigation menu on the left with options like 'Apply for Work and Development Permit' and 'Manage Work and Development Permits'. The main content area is titled 'Manage Work Permits - Sponsor' and contains two tables. The first table, 'Pending Permits', lists a permit for 'DOE John' with 10 permit hours. The second table, 'Approved Permits', lists several permits for 'SMITH, Jan' and 'FAKE, Jake' with various dates and hours. A red arrow points to the 'Manage' button in the 'Action' column of the first row in the 'Approved Permits' table.

To record the approved hours, 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.

Once, you have added the activity date and activity hours select **Add Activity**.

The screenshot shows the 'Manage Activities - Sponsor' interface. It features a navigation menu on the left with options like 'Apply for Work and Development Permit' and 'Manage Work and Development Permits'. The main content area is titled 'Manage Activities - Sponsor' and contains a form for adding a new activity. The form includes fields for 'Full name', 'Approved Date', 'Activity Type', 'Permit Location', 'Permit Hours', 'Completed Hours', and 'Remaining Permit Hours'. There is also a section for 'New Activity Details' with fields for 'Activity Date' and 'Activity Hours'. A red arrow points to the 'Add Activity' button.

Previously recorded activities will be displayed as below.

eCourts Portal of Western Australia | Email@hotmail.com | Accessibility | Help | Log Out

[Fines Enforcement Registry](#) > Manage Activities

[Apply for Work and Development Permit](#)
[Manage Work and Development Permits](#)

Manage Activities - Sponsor

Full name: John DOE | Customer Reference Number: 6035234291

Approved Date: 26/02/2026

Activity Type: Educational, vocational or personal development course

Permit Location: East Cannington

Permit Hours: 10 | Completed Hours: 2 | Remaining Permit Hours: 8

Required Hours to complete cases on Permit: 28

New Activity Details

Activity Date*: 26/02/2026 | Activity Hours*: 2 | [Add Activity](#)

Previously Recorded Activities

Activity Date	Recorded Hours	Cases	
26/02/2026	1	144016/2023	Delete
26/02/2026	1	144016/2023	Delete

[Back](#)

10 Sponsor Organisations

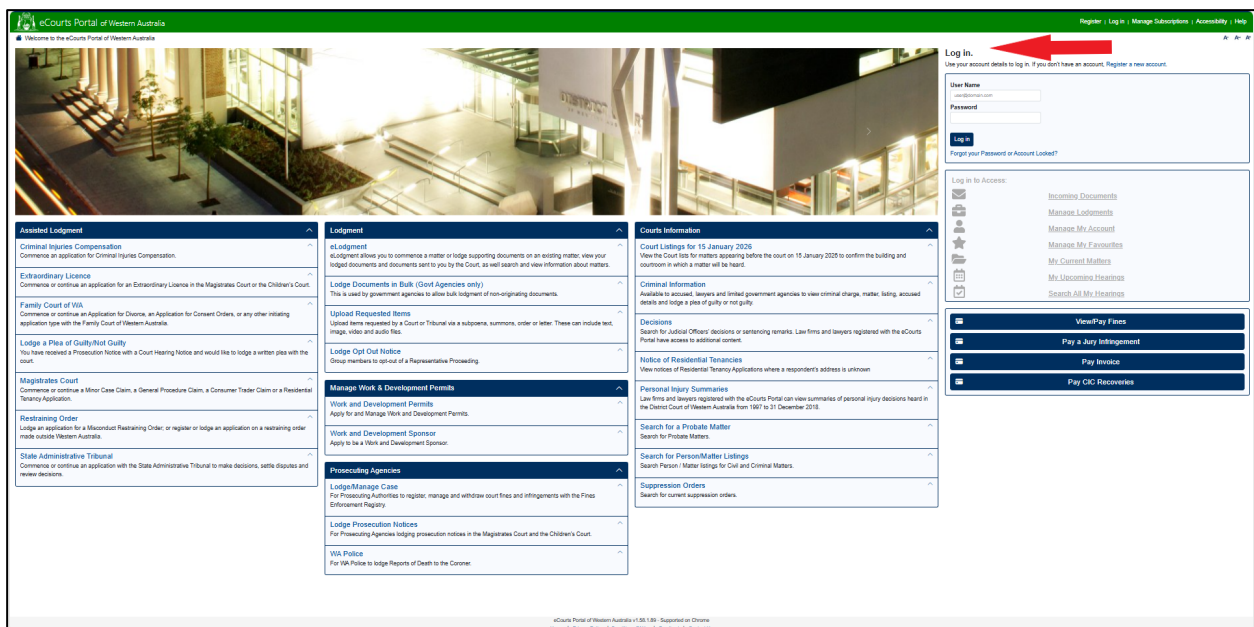
The Department of Justice has enabled for sponsor organisations to approve additional eCourts Portal users within their own organisation.

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 approved that a single employee can be a sponsor manager for that organisation.

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

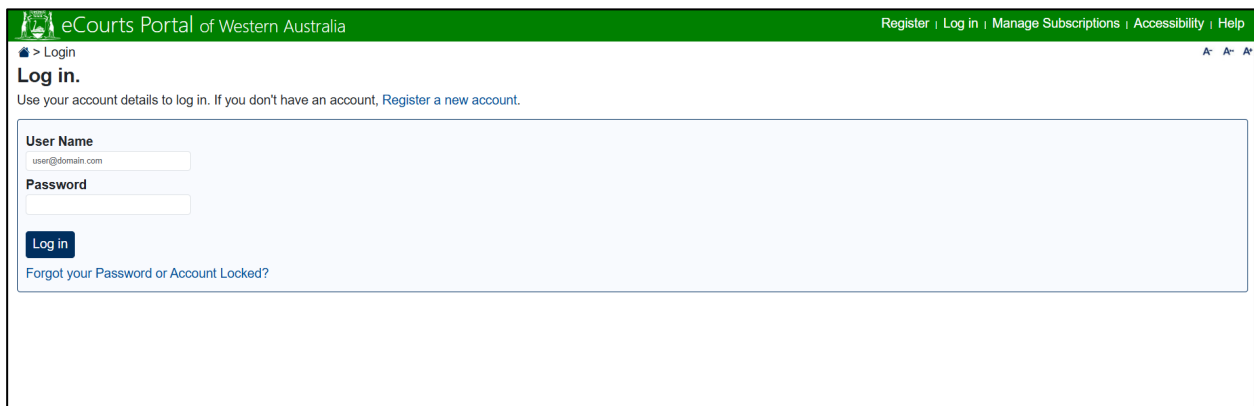
Go to <https://ecourts.justice.wa.gov.au>

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

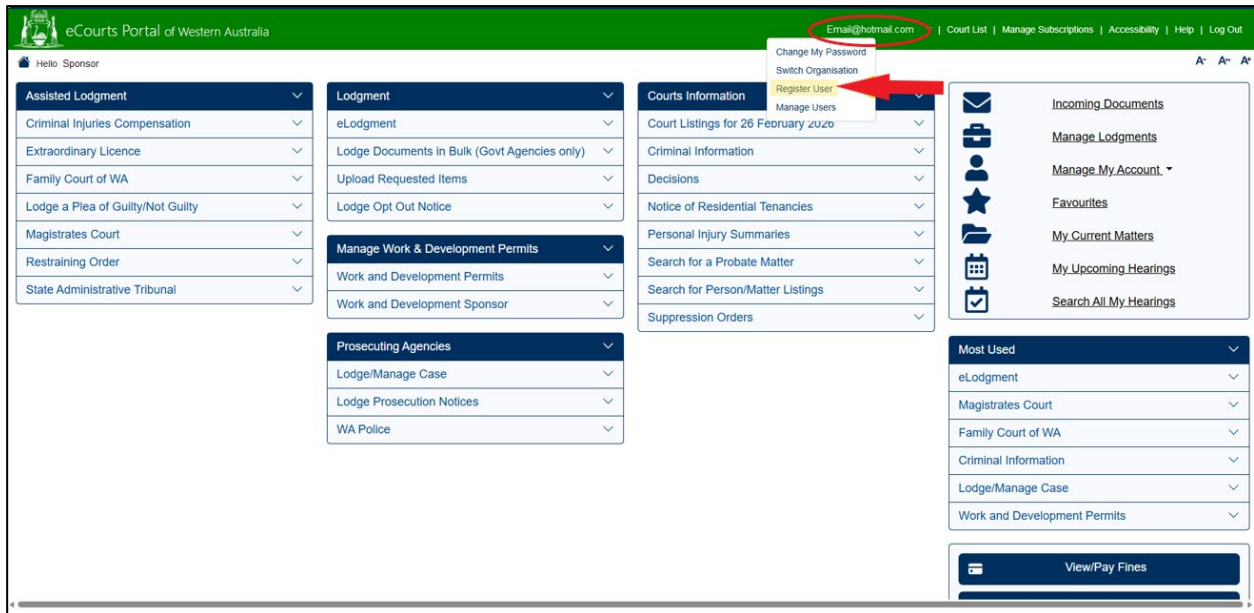


Click on this and enter your registered username (email address) and your password.

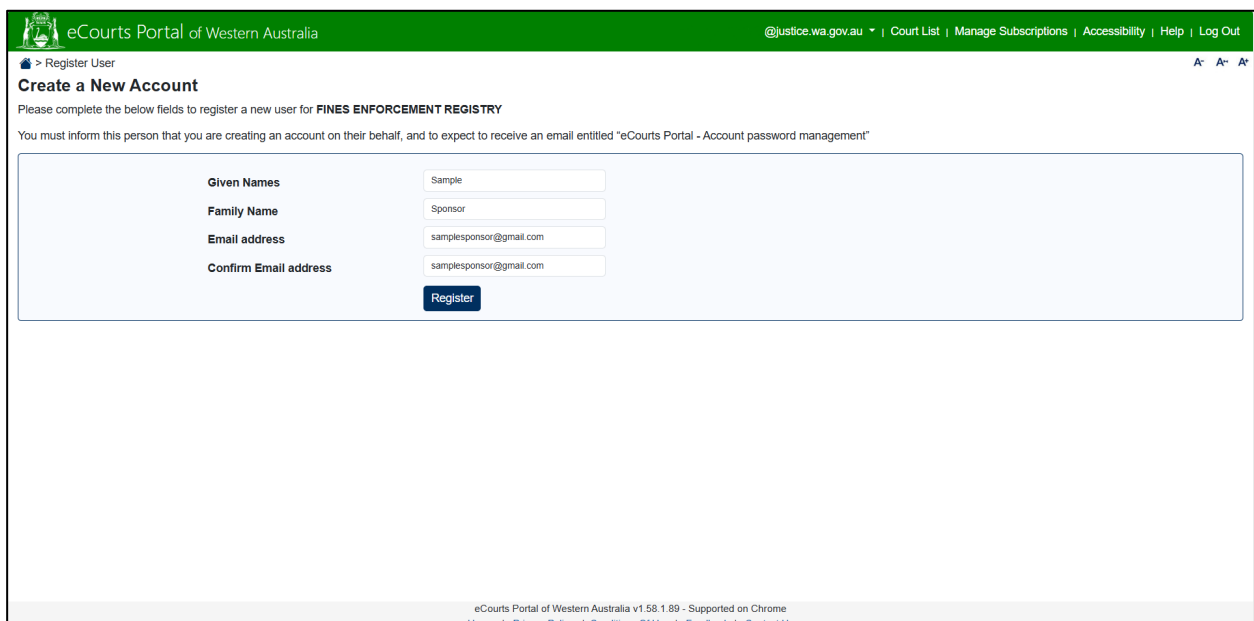
Complete the Multi Authentication Code.



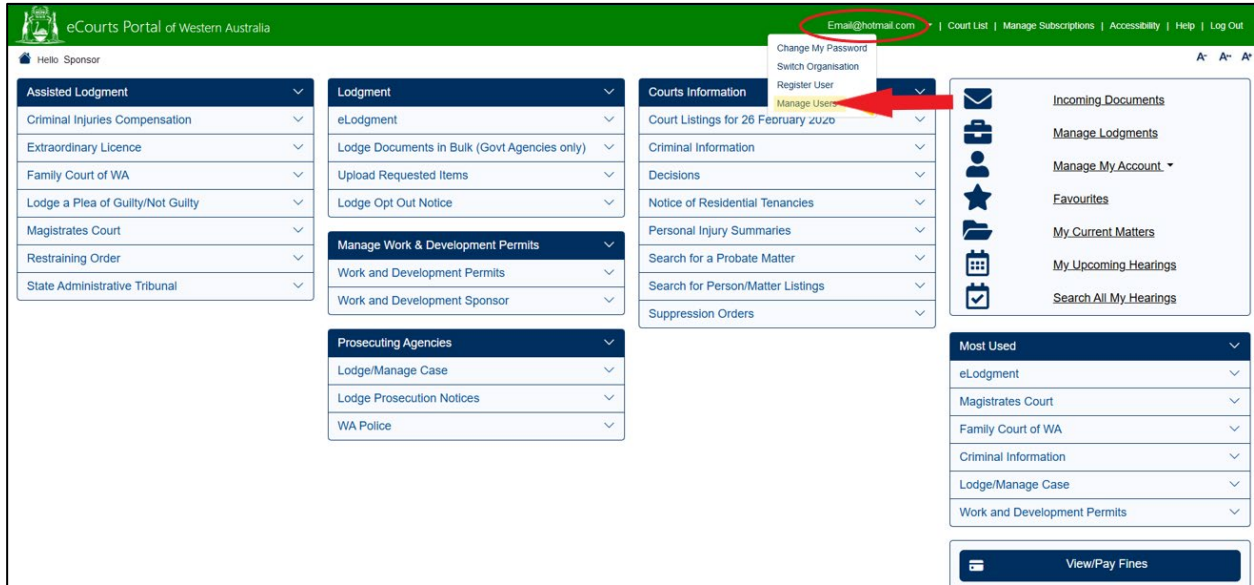
When the organisations sponsor manager has logged in you will see the email address displayed in the banner across the top. Click on the down arrow and click on **Register User**.



Enter the details of the additional users to be registered to the organisation and click on **Register**. The person that you have registered as an additional user 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.

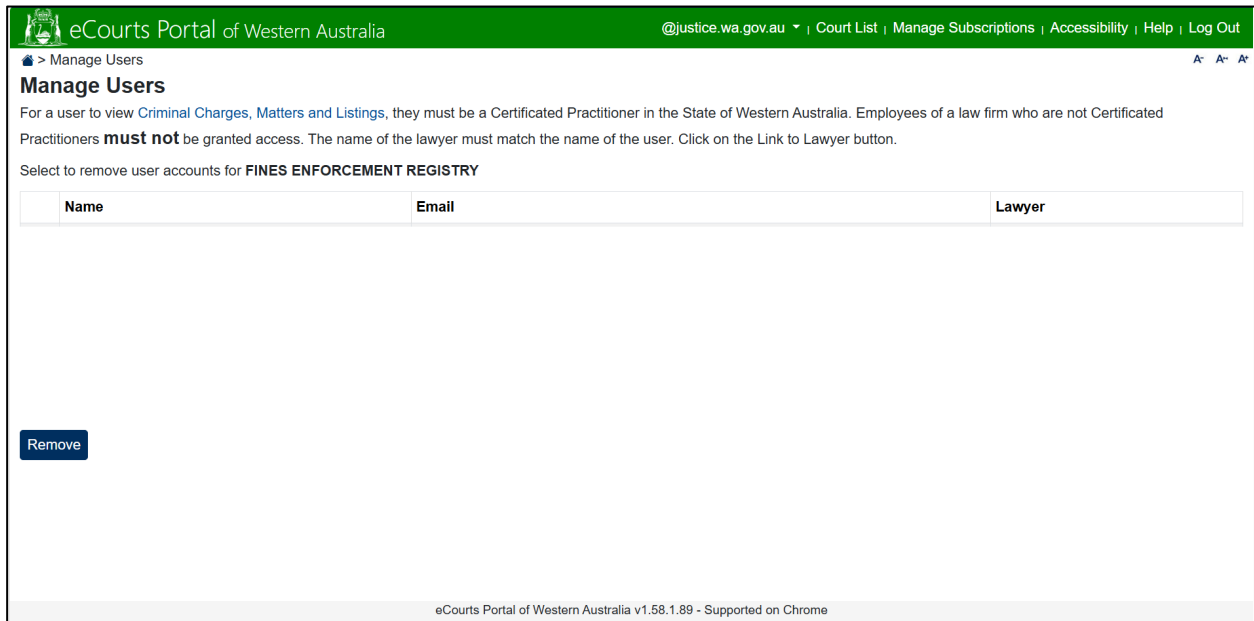


When the sponsor manager has logged in you will see your email address displayed in the banner across the top. Click on the down arrow and click on **Manage Users**.



A list of users who have been registered for the organisation will be displayed. The only functionality in this section is to remove a user who is no longer acting for the organisation.

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



11 Contact and Support

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

Fines Enforcement Registry (FER)
Phone: 1300 650 235 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