



Access Canberra  
 PO Box 582 Telephone: (02) 6207 6000  
 Dickson ACT 2602 Email: acinfringements@act.gov.au

## Work/Social Development Programs - Provider Reporting Sheet

This reporting sheet is to be completed by the Program Provider at either the completion of the program, or following non-attendance by the Client in the selected activity - ***WITHIN SEVEN DAYS following completion/cessation.***

Return to: Access Canberra Infringement team - **acinflingements@act.gov.au** or **P.O Box 582, Dickson ACT 2602.**

### Work/ Social Development Program Details

Provider			Provider Contact		
Client Name			INMP Number		
Client Activity		Start Date	End Date		

### Report details

Required Hours	Dates Attended	Hours completed	Hours completed
Dates Attended		Hours completed	
	<b>Total Hours Completed</b>		

Provider Contact: The Client has  completed  not completed the work/program.

If not completed, provide the reason for non-attendance/completion.

Did you allow the Client to continue the WDP?  Yes  No

#### For AMC and residential clients only

Please advise new postal address for all correspondence to be sent to on release/completion.

Date of effect for this address

Signature

Date

#### As per items 12 and 13 of the Community Work & Social Development Program Overview 2013, the Provider is aware of the:

**12** : Participation reporting requirements: report to Access Canberra Infringement team when a program participant permanently ceases participation in the program (because the program has Come to an end or for any other reason).

**13** : Non compliance reporting by Providers: when a person allowed fails to comply with the participation requirements the provider must: **a)** seek an explanation from the person about the reasons for failure to comply; **b)** if the provider is satisfied with the reasons for non-compliance, and it is appropriate for the person to continue, continue the WDP; **c)** where the person provides reasons and the provider is satisfied that it is NOT appropriate to continue with the WDP, advise the person, Access Canberra Infringement team and discontinue the WDP; **d)** where with person is unable or willing to provide reasons, discontinue the WDP and advise the person and Access Canberra Infringement team.