

- **11.8.4. Tailoring a Participant’s Mutual Obligation Requirements**

Mutual Obligation Requirements for Participants undertaking drug or alcohol treatment or rehabilitation in a residential program (page 143)

If a Provider identifies or becomes aware that a Participant’s ongoing capability to meet their Mutual Obligation Requirements is reduced due to a drug or alcohol dependency, the Provider should discuss this with the Participant to identify rehabilitation options that would assist the Participant to address their dependence.

Participants undertaking intensive drug and alcohol treatment or rehabilitation (such as a full-time residential program) are considered as fully meeting their Mutual Obligation Requirements and are not required to complete additional requirements. Providers must ensure that no other requirements, such as Provider Appointments or job interviews are scheduled while the Participant is in residential rehabilitation.

If the Participant is undertaking alcohol or other drug dependency treatment (such as counselling sessions) or is already doing so when they enter Workforce Australia Services or transfers from another Provider, the Provider must schedule it in the Participant's Electronic Calendar and notify the Participant. Note: This does not apply for full-time rehabilitation treatment.

The Provider should record any information regarding the Participant’s participation (or refusal to participate) in treatment services in the Capability Management Tool (CMT), in the Department’s IT Systems.

The following circumstances should be recorded in the CMT as appropriate:

- the Participant has accepted and is currently participating in services
- services are not available in the Participant’s area of residence
- there is a waiting list to participate in treatment
- the Participant has refused to participate in treatment.



Providers must reduce both the Points Target and the minimum Job Search Requirement for each Points Reporting Period where a Participant is fully meeting their Mutual Obligation Requirements through participation in full-time or intensive drug or alcohol treatment in a residential program.

(Deed reference: Clause 137, 139, 140)

Tailoring the Points Target to reflect a Participant’s circumstances (page 145)

[Reducing the minimum Job Search Requirement](#)

Under the PBAS, the minimum Job Search Requirement is the total number of job searches (applications) that a Participant must submit during their Points Reporting Period to meet their Points Requirement.

When setting a Participant’s Points Target, Providers must also consider their personal circumstances, and adjust the minimum Job Search Requirement accordingly. Providers

can reduce this requirement to 3, 2, one or zero Job Searches each Points Reporting Period.

Providers can reduce the minimum Job Search Requirement for one or more of the following circumstances:

- poor or below average labour market
- barriers to employment
- significant caring responsibilities
- short term family or other emergency
- experiencing domestic violence
- homelessness and/or emergency housing
- Early School Leavers undertaking appropriate Activities
- undertaking an approved course for language, literary and numeracy issues
- undertaking full-time residential drug or alcohol treatment or rehabilitation.