

1 BECOME A SPONSOR GUIDE

GOVERNMENT ORGANISATIONS

Thank you for your interest in becoming a sponsor in the **Work and Development Order (WDO)** scheme.

Who can be a WDO sponsor?

WDO sponsors may be government organisations, non-government organisations (for profit or not-for-profit) or individual health practitioners.

This guide provides information about the approval process for government organisations.

How do I become a WDO sponsor – Government organisation?

Complete an online application on the [Revenue NSW website](#). Follow the steps in the table below. You do not need to upload any additional information.

TIP



You cannot save a partially completed application.

Once you start an application to become a WDO sponsor, you must complete all mandatory fields.

Who can apply as a government organisation?

A service with Commonwealth, state or local government employees, which may be a state-wide, cross-regional or specific government department or program. You may apply on behalf of:

- a whole state-wide service (eg Corrective Services NSW)
- a cross-regional program within a larger government department such as:
 - Department of Communities and Justice (DCJ) Out of Home Care Services
 - Illawarra and Shoalhaven Local Health District Drug and Alcohol Services
 - TAFE NSW Northern District
- a specific single government service such as:
 - Illawarra Renal Care Unit
 - Lawrence Hargrave School

TIP




Some services may receive government funding but are actually non-government entities.

If you have any questions about the sponsor approval process, please contact Revenue NSW WDO Hotline **1300 478 879**.

SPONSOR application process – Government

Action	Details
Step 1 Sponsor type	Select government
Step 2 Applicant details	Enter name, position and contact details of the person lodging the application.
Step 3 Organisation Details	Enter organisation name, department, government type, ABN, management representative details eg NSW Health - South West Sydney LHD, Drug and Alcohol Service. For help see ABN Lookup

SPONSOR application process – Government

Action	Details
Step 4 Service or Location Details	You can have one or more service profiles - each will be unique and separate. For example: <ul style="list-style-type: none"> ■ State-wide: Corrective Services NSW (one profile) ■ Cross-regional: TAFE NSW – Six regional divisions (six profiles) ■ Specific: SWSLHD Drug and Alcohol Service (one profile)
Service Profile 1	
Name of service and address details	The main address of each profile (service or program)
WDO Contact person	This person will be the primary administrator, responsible for adding on new users and updating the portal with current insurance documents.
Working with children check (WWCC) details	If your service works with children under 18 provide one staff member's WWCC number and expiry date. Other individual WWCC details can be entered later.
Client eligibility grounds	There are six eligibility grounds listed. These are indicative only of the types of clients your service has experience working with.
WDO activities	Select the WDO activities that your service will support  TIP: See the Activity Table below for more information
Confirm qualifications of staff delivering services	Confirm that all activities delivered on behalf of your organisation are delivered by suitably trained, experienced or qualified staff
Indicate if your service will include Victims Restitution Order (VRO) debt	VROs are large debts issued by Victims Services to recover money paid out to victims of crimes and can be managed under a WDO
Describe the services you provide	For example: we are a drug and alcohol service offering individual and group counselling
Indicate the regions your application will cover	For example: we are based in Albury and provide services across the Murrumbidgee and Riverina
Any specific conditions, limitations or client groups	For example: We provide services to woman and children survivors of domestic violence
Do you consent to be contacted about suitable client placements?	Legal Aid NSW and Revenue NSW work to match people with fines with relevant agencies and programs
Would you like to be listed on the Revenue NSW sponsor register?	This helps people find out about your service from a central location. Any conditions, service limitations and client groups will be listed here
Does your service identify as working with Indigenous people?	Yes or No
Step 5	
Certification	Agree to comply with the directives and audits outlined in the WDO Guidelines

What happens after I submit my application?

The approval process takes approximately 4 weeks. Your application will be processed by staff at Revenue NSW who may contact you for further information.

Once processed the application will be submitted for approval to the Department of Communities and Justice. You will then receive a welcome email and log in details with information about next steps.

Can I get help?

For questions about the application process:

- call the Revenue NSW WDO Hotline **1300 478 879** or wdo@revenue.nsw.gov.au
- email Legal Aid NSW WDO service wdo@legalaid.nsw.gov.au
- visit our [online resources](#) for publications, training videos, tipsheets, WDO Guidelines and more.




Appendix – Activity Table


What type of activities can my government service provide?

There are two ways that your organisation may provide WDO activities:

1. direct – your employees deliver the service, activities or treatment to the client (covered by your insurance)
2. by referral – the client receives treatment or undertakes an activity (eg volunteer work) with another service provider. You manage the WDO in consultation with that service provider who should have appropriate insurance to cover those activities or programs.

Activity table		
Activity	Qualification/ Experience Requirements	Insurance Requirements
Drug and Alcohol Treatment		
May include detoxification, medication compliance, pharmacotherapy, individual counselling, behavioural therapy, group therapy, 12-step programs (AA & NA) MERIT and SMART Recovery	Nurses, doctors, psychologists, AOD caseworkers	 TIP As a government organisation you will be presumed to have adequate insurance.
Voluntary unpaid work		
Includes gardening, cooking, cleaning, property maintenance, assisting the elderly, administration, dog walking	Experience in managing staff and volunteers	

Activity table

Activity	Qualification/ Experience Requirements	Insurance Requirements	
Financial or other counselling & case management			
<p>Counselling is a professional activity in which a counsellor/ therapist helps clients explore & resolve issues of a personal/interpersonal nature. May include family or group counselling for improving mental health or emotional issues.</p> <p>Financial counselling provides options and advice about debt issues and assists clients negotiating with creditors.</p> <p>Case management is a collaborative process of assessment, planning, facilitation and advocacy around an individual's needs.</p>	<p>Qualifications or experience in providing therapy, counselling or psychology, financial literacy, financial counselling (for example FCAN).</p> <p>Case management: Community welfare, social studies, social work or caseworker qualifications</p>	 <p>TIP As a government organisation you will be presumed to have adequate insurance.</p>	
Medical/ mental health treatment			
<ol style="list-style-type: none"> 1. A treatment plan (for example, an ATSI Health Check plan, mental health care plan, disability case management plan) must be prescribed by a health practitioner—GP, nurse, psychiatrist, psychologist 2. Treatment is delivered by a suitably qualified person—see next column 	<p>Doctors, psychologists, psychiatrists, nurses, accredited mental health social workers, disability case workers and your staff will be presumed to be appropriately qualified</p>		
Educational/ vocational or life skills courses			
<ul style="list-style-type: none"> ■ Educational courses undertaken at university, TAFE, other RTO ■ Vocational courses such as floristry, community welfare, counselling ■ Life skills courses such as parenting programs, anger management, independent living skills, cooking classes 	<p>Tertiary qualifications or experience in education, casework, social work, counselling or other relevant fields</p>		
Mentoring for under 25s			
<p>Mentoring is available to people under the age of 25. Mentoring is a semi-formal, structured relationship between a more experienced and less experienced person, which has a clear vision and goals. For example cultural programs and job seeking skills.</p>	<p>Youth work or social qualifications and any other relevant experience</p>		

Contacts



For sponsor applications, approvals and variations, client applications and self-service portal inquiries
P: 1300 478 879
E: wdo@revenue.nsw.gov.au



For sponsor training and advice, client placement and legal help with fines
E: wdo@legalaid.nsw.gov.au
W: www.legalaid.nsw.gov.au/wdo

Order WDO publications: www.legalaid.nsw.gov.au/publications