

# WDO SPONSOR SUMMARY ORGANISATION

|                       |  |                   |  |
|-----------------------|--|-------------------|--|
| PORTAL ID NUMBER      |  | ORGANISATION NAME |  |
| PRIMARY ADMINISTRATOR |  |                   |  |

| WDO Activity                                    | Rate                                 | Total  | Direct | Refer |
|---|--------------------------------------|--|--------|-------|
| Voluntary unpaid work                           | \$30 per hour                        | You may enter multiple WDO activities up to a total of \$1000 per month. |        |       |
| Financial, other counselling or case management | \$50 per hour                        |  |        |       |
| Educational/vocational or life skills course    |                                      |  |        |       |
| Medical or mental health treatment              | \$1000 per month for full compliance |  |        |       |
| Drug or alcohol treatment                       |                                      |  |        |       |
| Mentoring Program < 25                          |                                      |  |        |       |

[Click here](#) to access the WDO Self-Service Portal

## WDO Sponsor Administration

- You should have two administrators (primary and secondary).
- The primary administrator is added on the portal by Revenue NSW
- The primary administrator should add on a second administrator.
- Administrators can add standard users. All portal users can manage WDOs.

## WDO Management



### 1. WDO activities – direct

If you provide WDO activities direct, WDO activities are covered under your organisation's insurance and work health and safety provisions.

### 2. WDO activities – on referral

If you provide WDO activities on referral you should be satisfied that your WDO client should be covered by the 3rd party provider's workplace obligations. You should be satisfied that the organisation:

- has current public liability and other appropriate insurance for its activities;
- holds current registration such as AHPRA or Australian Association of Social Workers;
- has appropriately trained or experienced staff;
- has necessary work health safety policies;
- has Working With Children's Check clearance for staff supervising children under the age of 18.

The WDO manager is responsible for overseeing the administration of the WDO, maintaining proof of the client's eligibility, recording attendance at activities and entering a monthly report into the Self-Service Portal.

For more guidance see [WDO Sponsor Resources](#) on the Legal Aid NSW website.

| WDO Activity   | Examples  |
|--|---|
| <b>Voluntary unpaid work</b>                           | <p><b>Includes:</b><br/>           Gardening<br/>           Kitchen hand<br/>           Retail work<br/>           Charity bin pick up and sorting<br/>           Charity work<br/>           Men's and Women's shed</p> <p>Corrective Services NSW voluntary unpaid work program<br/>           General duties including warehouse<br/>           Administrative duties<br/>           Assisting the elderly</p> |
| <b>Financial, other counselling or case management</b> | <p><b>Includes:</b><br/>           Budgeting<br/>           Financial education<br/>           Corrective Services NSW financial and other counselling program</p> <p>Case management<br/>           Counselling</p>  |
|  | <p><b>Excludes:</b><br/>           x mandatory activity under a court order (eg family court counselling)</p>   |
| <b>Educational/vocational or life skills course</b>    | <p><b>Includes:</b><br/>           Accredited course including University<br/>           Driver education course<br/>           Holistic program<br/>           Men's and Women's Shed<br/>           Corrective Services NSW Education Program</p> <p>Living Skills<br/>           (Anger management, Parenting program and independent living skills)<br/>           Tenancy program<br/>           TAFE</p>    |
|  | <p><b>Excludes:</b><br/>           x attendance at school for children of compulsory school age (up to 17)<br/>           x activities undertaken as part of apprenticeship or traineeship</p>  |
| <b>Medical or mental health treatment</b>              | <p><b>Includes:</b><br/>           Medication and dosing<br/>           Counselling<br/>           Psychiatric appointments<br/>           Disability case management<br/>           Medical review</p> <p>Residential treatment<br/>           Community treatment Order<br/>           Section 32 mental health order<br/>           Corrective Services NSW medical/mental Health treatment program</p>        |
| <b>Drug or alcohol treatment</b>                       | <p><b>Includes:</b><br/>           Residential<br/>           SMART Recovery<br/>           Counselling<br/>           Day program<br/>           Medical review and dosing</p> <p>Narcotics Anonymous/Alcoholics Anonymous<br/>           Corrective Services NSW Drug or Alcohol Treatment Program<br/>           MERIT program</p>   |
|  | <p><b>Excludes:</b><br/>           x mandatory D&amp;A treatment under Community Corrections supervision</p>  |
| <b>Mentoring Program &lt; 25</b>                       | <p><b>Includes:</b><br/>           Case management youth<br/>           Mentoring program<br/>           CHART program</p> <p>Corrective Services NSW<br/>           Mentoring Program</p>  |

• May include any voluntary activity undertaken in gaol, juvenile detention or on community supervision

## Contacts



Revenue



Communities & Justice

For sponsor applications, approvals and variations, client applications and Self-Service Portal enquiries  
 P: 1300 478 879  
 E: [wdo@revenue.nsw.gov.au](mailto:wdo@revenue.nsw.gov.au)



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

Order WDO publications: [www.legalaid.nsw.gov.au/publications](http://www.legalaid.nsw.gov.au/publications)