

2 BECOME A SPONSOR GUIDE

NON-GOVERNMENT ORGANISATION – NOT-FOR-PROFITS

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 Non-Government Organisation not-for-profits (NGO not-for-profits).

How do I become a WDO sponsor – NGO not-for profit?

Complete an online application on the [Revenue NSW website](#). Follow the steps in the table below. You will need to provide details of a referee and upload copies of your insurance certificates during the application process.

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 an NGO not-for-profit?

An organisation operating under an NGO not-for-profit structure including a charity registered with the Australian Charities and Not-for-profits Commission (ACNC) or a community organisation registered under the Associations Incorporations Act.

Small charitable organisations can become WDO sponsors provided they meet the standards required by the WDO Guidelines.

Examples of NGO not-for-profits include:

- state-wide charities
- community legal centres
- community neighbourhood centres
- local Aboriginal land councils or medical services
- youth, immigration or family support services
- sexual assault or domestic violence services.

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 – NGO not-for-profit

Action	Details
Step 1 Sponsor type	Select non-government.
Step 2 Applicant details	Enter name, position and contact details of the person lodging the application.
Step 3 Organisation Details	Enter organisation name, management representative details, ABN. Indicate that your organisation is not-for-profit. For help see ABN Lookup

SPONSOR application process – NGO not-for-profit

Action	Details
Step 4 Service or Location Details	<p>You can have one or more service profiles - each will be unique and separate. For example:</p> <ul style="list-style-type: none"> ■ Region-wide: Catholicare Wilcannia-Forbes (one profile) ■ Multiple: Mission Australia - Youth Service, Family Service, Homelessness Service (three profiles) ■ Specific: Cootamundra Community Soup Kitchen (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	<p>Select the WDO activities that your service will support.</p> <p> TIP: See the Activity Table below for more information</p>
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.
Will your service 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 community charity providing free services to all people across our region.
Indicate the regions your application will cover	For example: We are based in Liverpool and provide services across the south west Sydney region.
Any specific conditions, limitations or client groups	For example: We provide mentoring for Aboriginal and Torres Strait Islander young people in foster care
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 – Referee Details	Select a referee from your funding body OR another service you work closely with eg another community organisation, a government agency or a community leader. Provide the name, organisation, email and phone number of your referee.

SPONSOR application process – NGO not-for-profit

Action	Details
Step 6 - Documentation	Upload your relevant public liability, professional indemnity and/or volunteer accident insurance certificates. You will need at least public liability insurance.  TIP: See Activity Table for more information about insurances required for each activity.
Step 7 – 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 NGO not-for profit 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	<ul style="list-style-type: none"> ■ Public Liability ■ Professional Indemnity
Voluntary unpaid work		
Includes gardening, cooking, cleaning, property maintenance, assisting the elderly, administration, dog walking.	Experience in managing staff and volunteers	<ul style="list-style-type: none"> ■ Public Liability ■ Volunteers Accident insurance

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>	<ul style="list-style-type: none"> ■ Public Liability ■ Professional Indemnity
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>	<ul style="list-style-type: none"> ■ Public Liability ■ Professional Indemnity
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>	<ul style="list-style-type: none"> ■ Public Liability
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>	<ul style="list-style-type: none"> ■ Public Liability

Contacts



Revenue



Communities & Justice

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