

# 4 BECOME A SPONSOR GUIDE

## HEALTH PRACTITIONERS

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 health practitioners.

### How do I become a WDO sponsor – for-profit organisation?

Complete an online application on the [Revenue NSW website](#). Follow the steps in the table below.

#### 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 health practitioner?

You may apply as a health practitioner ONLY if you are a:

- Registered medical practitioner (GP, specialist doctor or physician)
- Registered psychologist
- Nurse

An individual health practitioner may apply if employed in:

- private practice or
- a government organisation or
- other organisation

If the whole organisation is already a WDO sponsor the individual health practitioner does not need to be individually approved.

#### TIP



if you are a health provider not included in the list above you may apply as a for-profit organisation.


See Become a Sponsor Guide 3 – For-profit.

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

### SPONSOR application process – Health practitioners

Action	Details
Step 1 Sponsor type	Select health practitioner.
Step 2 Applicant details	Enter your name, AHPRA registration number and expiry date, phone, email and address details. Select practitioner type – medical practitioner, psychologist or nurse.
Working with children check (WWCC) details	If you work with children under 18 provide your WWCC number and expiry date.

## SPONSOR application process – Health practitioners

Action	Details
<b>Step 3 Practice details</b>	
<b>Choose type of practice</b>	Private, government or other organisation
<b>Name of practice or organisation</b>	Provide name and email address
<b>WDO Activities</b>	Health practitioners are limited to supporting treatment programs only. Choose the treatment programs that your service will support.
<b>1. Medical/ mental health treatment</b>	 <b>TIP:</b> See the Activity Table below for more information
<b>2. Drug or alcohol treatment</b>	
<b>Confirm qualifications of staff delivering services</b>	Confirm that all activities delivered on behalf of your organisation are delivered by suitably trained, experienced or qualified staff.
<b>Indicate if your service will include Victims Restitution Order (VRO) debts</b>	VRO debts are large debts issued by Victims Services to recover money paid out to victims of crime and can be managed under a WDO.
<b>Step 4 Connecting with clients</b>	
<b>Describe the services you provide</b>	For example: we provide drug and alcohol and/or mental health treatment to all eligible members of the community. Indicate if you bulk bill or charge a gap.
<b>Indicate the regions your service cover</b>	For example: the practice is based in Sydney but we provide outreach services across NSW
<b>Any specific conditions or limitations or client groups</b>	For example: we specialise in childhood trauma but also provide general mental health treatment, or we only work with woman and children survivors of domestic violence and sexual assault.
<b>Do you consent to be contacted about suitable client placements?</b>	Legal Aid NSW and Revenue NSW work to match people with fines with relevant agencies and programs
<b>Would you like to be listed on the Revenue NSW sponsor register?</b>	This helps people find out about your service from a central location. Any conditions, service limitations and client groups will be listed here.
<b>Does your service identify as working with Indigenous people</b>	Yes or No
<b>Step 5 Certification</b>	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 four 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](mailto:wdo@revenue.nsw.gov.au)
- email Legal Aid NSW WDO service [wdo@legalaid.nsw.gov.au](mailto: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 a health practitioner provide?

Health practitioners may only be approved to support WDOs for medical, mental health or drug and alcohol treatment programs.

The WDO may be provided in two ways, either:

1. direct – you provide the treatment (covered by your AHPRA registration)
2. by referral – you refer the client to another service provider for treatment. You manage the WDO in consultation with that service provider who should have appropriate AHPRA registration or insurance.

Activity table		
Activity	Qualification/ Experience Requirements	Insurance Requirements
<b>Drug and alcohol treatment</b>		
May include detoxification, medication compliance, pharmacotherapy, individual counselling, behavioural therapy, group therapy, 12-step programs (AA & NA) MERIT and SMART Recovery.	Nurses, Doctors, Psychologist, AOD caseworkers	■ Registered with AHPRA
<b>Medical/ mental health treatment</b>		
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	Doctors, psychologists, psychiatrists, nurses, accredited mental health social workers, disability case workers	■ Registered with AHPRA
2. Treatment is delivered by a suitably qualified person — see next column		

## Contacts



For sponsor applications, approvals and variations, client applications and self-service portal inquiries  
**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)**

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