

Factsheet 2.1

Become a Sponsor: Government organisations



Who can be a WDO sponsor?

WDO sponsors may be government organisations, non-government organisations (for profit or not-for-profit), individual health practitioners or social workers. 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 so make sure you have all relevant information to hand. Once you start, you must complete all mandatory fields and submit your application.

Who can apply as a government organisation?

A service with Commonwealth, state or local government employees, which may be a state-wide or regional government department, service or program. Examples include:

- a state-wide department eg TAFENSW
- a regional or specific service within a government agency such as:
 - Department of Communities and Justice (DCJ) – Child and Family Service
 - Illawarra and Shoalhaven Local Health District (LHD) – Drug and Alcohol Service
 - Western Sydney LHD – Sexual Assault Service
 - Correctional Centres – Corrective Services NSW

Tip

Make sure you select the right service type. Some services may receive government funding but are non-government entities. If you work for a government department, check the scope of your application with your Executive.

SPONSOR application process – Government	
Action	Details
Step 1 – Sponsor type	Select government
Step 2 – Applicant details	Enter the details of the person completing the application.
Step 3 – Organisation details	Enter organisation name, department, ABN, management representative details eg NSW Health – South West Sydney LHD – Drug and Alcohol Service. For help see ABN Lookup
Step 4 – Service or location details	You may have one or more service profiles. Each profile will have a unique sponsor number and for WDO purposes will be administered separately. In deciding how many services to choose consider your management structure.
Service Profile 1	
Name of service and location details	The main address of each profile (service or program or department)
WDO contact person	This person will be the primary administrator- responsible for adding on new portal NB this person can be changed once you are approved.
Working with children check (WWCC) details	Provide one staff member's WWCC details. Other individual WWCC details can be entered later.
Client eligibility grounds	These are indicative of the types of client group you work with.
WDO activities	Select the WDO activities that your service will support (See Factsheet 3.3 – WDO Activities)
Add Orders for Restitution (also known as VRO)	A VRO is issued by Victims Services to recover money paid to a victim of crime. If unpaid the VRO is treated as a fine and eligible for a WDO.
Experience or qualifications of staff	Provide examples of the experience or qualifications of your staff.
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 – Our service is only for woman and children experiencing or at risk of domestic violence
Do you consent to be contacted about client placements?	Legal Aid NSW and Revenue NSW may refer people to relevant sponsor services and programs
Do you agree to be listed on the Sponsor Finder page?	Revenue NSW has a service to help people locate sponsors by activity and location, visit Sponsor Finder .
Does your service identify as working with Indigenous people?	Do you provide a culturally safe service? Yes or No.
NB: If multiple locations selected earlier in the application, an option to add additional locations will come up after this step.	
Step 5 – Certification	Agree to comply with the directives and audits outlined in the WDO Guidelines

What will happen after I submit my application?

The approval process takes up to 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.

Submit sponsor application

Receive approval from DCJ

Login to WDO portal, set password and add new users

Add WDO application

Can I get help?

For questions about the application process, call the Revenue NSW WDO Hotline 1300 478 879 or email Legal Aid NSW WDO service wdo@legalaid.nsw.gov.au.

Direct and referral activities

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

- **Direct** – you or your employees deliver the activities as well as entering the WDO
- **Referral** – the WDO applicant participates in an activity through another service provider. You enter administer and supervise the WDO.

Direct activities	Referral activities
<p>WDO activities are provided by your organisation. These activities are covered under your organisation's insurance and work health and safety provisions.</p> <p>You must have suitably qualified staff to provide those activities.</p>	<p>WDO Activities provided by a third party to a WDO applicant, which you are responsible to report on to Revenue NSW. You should be satisfied that the third party provider has current public liability insurance; is registered or has suitably qualified staff; has work health and safety policies and relevant Working with Children Check clearance for staff supervising children under 18.</p>

Activity and Insurance requirements	
Activity	Qualification/Experience requirements
Voluntary unpaid work	
Includes gardening, cooking, cleaning, property maintenance, assisting the elderly, administration	Person with experience in managing staff and volunteers
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, men's behaviour change programs, independent living skills, cooking classes	Person with tertiary qualifications or experience in education, casework, social work, counselling or other relevant fields

Activity and Insurance requirements	
Activity	Qualification/Experience requirements
Financial or other counselling & case management	
May include individual, family or group counselling. May include financial counselling and budgeting guidance around debt issues. Case management includes assessing, planning and advocating around a person's needs.	Person with experience in providing therapy, counselling or psychology, financial literacy or financial counselling. Qualifications in community welfare, social studies, social work or as a caseworker.
Medical/mental health treatment	
Must be undertaken in accordance with a treatment plan (for example, an ATSI Health Check plan, mental health care plan, disability case management plan) prescribed by a health practitioner – doctor, nurse, psychiatrist or psychologist.	Doctors, psychologists, psychiatrists, nurses, accredited mental health social workers, disability case workers.
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, social workers
Mentoring – all ages	
Mentoring is a semi-formal, structured relationship between a more experienced and less experienced person open to all people. Mentoring may contribute to general well-being, reduce isolation and develop connection with society, develop living skills, improve employment prospects or promote connection with culture and healing. Examples include programs for people transitioning from prison, refugee support or Aboriginal culture and healing.	Youth work or social work qualifications, financial counsellor or or any person with sufficient skills and experience to act as a mentor

Tip

As a government organisation you will be presumed to have adequate insurance. You do not need to provide further insurance details as part of the sponsor application process.

Contacts

Revenue

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



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