

## Factsheet 2.3

### Become a Sponsor: Non-government organisation – **For-profit**



### 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 non-government organisations for-profits (for-profit organisations).

### 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. You will need to upload copies of your insurance certificates during the application process.

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 for-profit organisation?

You may apply if your organisation operates under a for-profit structure such as a sole trader, company or partnership. For-profit organisations include allied health professionals, psychotherapists, registered training operators (RTO) and companies providing charitable services under a for-profit structure.

### What are the limitations on for-profit organisation applications?

- You must establish that the objectives, governance and funding arrangements of your organisation are consistent with the aims of the WDO Guidelines.
- Your sponsor approval will only last for 12 months. Before your approval lapses you must confirm with Revenue NSW that your organisation's objectives, governance and funding arrangements remain consistent with the WDO Guidelines.
- If there are any changes to your organisation's objectives, governance or funding, you should notify Revenue NSW and provide evidence of the new arrangements.

SPONSOR application process – For-profit	
Action	Detail Required
<b>Step 1 – Sponsor type</b>	Select non-government.
<b>Step 2 – Applicant details</b>	Enter the details of the person completing the application.
<b>Step 3 – Organisation Details</b>	Enter organisation name, ABN, management representative details. Select 'Yes' for-profit. For help see <a href="#">ABN Lookup</a>
<b>Purpose, objectives and governance arrangements</b>	Describe your organisation's purpose, objectives and management structure. Sponsors must not receive any payment or personal benefit from a person applying for a WDO unless they are fees or charges that would be paid by the person if the WDO was not in place eg fees for medical treatment or an education course.
<b>Step 4 – Service or Location Details</b>	<p>You may have one or more service profiles. Each profile will have a unique sponsor number and be an effectively separate service. Consider the administrative arrangements that will work best for your service. Email <a href="mailto:wdo@legalaid.nsw.gov.au">wdo@legalaid.nsw.gov.au</a> for advice. For example:</p> <ul style="list-style-type: none"> <li>• Region-wide: Fusion Training Solutions (one profile serving multiple locations)</li> <li>• Multiple: Max Solutions, Hunter &amp; Wollongong (two profiles)</li> </ul>
<b>Service Profile 1</b>	<b>Detail Required</b>
<b>Name of service and location details</b>	The main address of each profile (service or program).
<b>WDO Contact person</b>	This will be the primary administrator – responsible for adding on new portal users. NB this person can be changed once you are approved
<b>Working with children check (WWCC) details</b>	Provide one staff member's WWCC details. Other individual WWCC can be entered later.
<b>Client eligibility grounds</b>	These are indicative of the types of client groups you work with.
<b>WDO activities</b>	Select the WDO activities your service will support (direct or refer).
<b>Add Orders for Restitution</b> (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
<b>Service Profile 1</b>	<b>Detail Required</b>
<b>Experience or qualifications of staff</b>	Provide examples of the experience or qualifications of your staff.
<b>Describe the services you provide</b>	For example – we provide education, mentoring and counselling for people leaving custody.
<b>Indicate the region you cover</b>	For example – we are based in Newcastle and provide services to Central Coast and Hunter regions.
<b>Any specific conditions, limitations or client groups</b>	For example – we only work with men leaving custody.
<b>Do you consent to be contacted about suitable client placements?</b>	Legal Aid NSW and Revenue NSW may refer people to relevant sponsor services and programs

### SPONSOR application process – For-profit

<b>Do you agree to be listed on the Sponsor Finder page?</b>	Revenue NSW has a service to help people locate sponsors by activity and location, visit <a href="#">Sponsor Finder</a> .
<b>Does your service identify as working with Indigenous people?</b>	Do you provide a culturally safe service? Yes or No
<i>NB: If multiple locations selected earlier in the application, an option to add additional locations will come up after this step.</i>	
<b>Step 5 – Referee Details</b>	Provide the name, organisation, email and phone number of a referee from your funding body OR an organisation you work closely with eg government department or community organisation.
<b>Step 6 – Documentation</b>	You will need to upload your public liability insurance certificate. Also professional indemnity and/ or volunteer accident insurance as relevant. (See Table 1 below for more information)
<b>Step 7 – Certification</b>	Agree to comply with your obligations in the <b>WDO Guidelines</b> .

## What will happen 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.



## 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
WDO activities are provided by your organisation. These activities are covered under your organisation's insurance and work health and safety provisions.  You must have suitably qualified staff to provide those activities.	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.

Activity and Insurance requirements	
Activity	Qualification, Experience and Insurance Requirements
<b>Voluntary unpaid work</b>	
Includes gardening, cooking, cleaning, property maintenance, assisting the elderly, administration.	Person with experience in managing staff and volunteers. <ul style="list-style-type: none"> <li>● AASW registration or Public Liability Insurance</li> <li>● Volunteers Accident Insurance</li> </ul>
<b>Educational/vocational or life skills courses</b>	
Includes university or TAFE courses, vocational courses such as community welfare or floristry or life skill courses such as parenting programs, men's behaviour change programs or cooking classes.	Person with tertiary qualifications or experience in education, casework, social work, counselling or other fields. <ul style="list-style-type: none"> <li>● AASW registration or Public Liability Insurance</li> </ul>
<b>Financial or other counselling &amp; case management</b>	
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. <ul style="list-style-type: none"> <li>● AHPRA/AASW registration or Public Liability Insurance and</li> <li>● Professional Indemnity Insurance</li> </ul>
<b>Medical or mental health treatment</b>	
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. <ul style="list-style-type: none"> <li>● AHPRA/AASW (AMHSW) registration or Public Liability and</li> <li>● Professional Indemnity Insurance</li> </ul>
<b>Drug or 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, psychologists, AOD caseworkers, social workers. <ul style="list-style-type: none"> <li>● AHPRA/AASW registration or</li> <li>● Public Liability and Professional Indemnity Insurance</li> </ul>
<b>Mentoring</b>	
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. Examples include programs for people transitioning from prison, refugee support or Aboriginal culture and healing.	Person with youth work or social work qualifications, financial counsellor or any person with sufficient skills and experience to act as a mentor. <ul style="list-style-type: none"> <li>● Public Liability Insurance</li> <li>● Professional Indemnity Insurance</li> </ul>