

## Factsheet 2.2

### Become a Sponsor: Non-government organisations – Not-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 – 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 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 an NGO not-for profit sponsor?

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 with NSW Fair Trading under the Associations Incorporations Act. These organisations are deemed to have undergone a due diligence process so do not need to undergo additional referee checks during the application process.

Small charitable organisations may become WDO sponsors provided they have appropriate insurance and work, health and safety standards. A reference may be required from a suitable person with whom the organisation has a professional relationship to substantiate the organisation's ability to satisfactorily comply with sponsor obligations.

Examples of NGO not-for-profits include:

- Large Australia-wide charitable organisations
- Community legal centres
- Community neighbourhood centres
- Local Aboriginal land councils, medical services or community-controlled organisations
- Services funded to support specific groups of people, e.g. youth, domestic violence, sexual assault, family support or immigration or refugee services

<b>SPONSOR application process – NGO not-for-profit</b>	
<b>Action</b>	<b>Detail Required</b>
<b>Step 1 – Select 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 'No' for not-for-profit. For help see <a href="#">ABN Lookup</a>
<b>Step 4 – Service or location details</b>	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
<b>Service Profile 1</b>	<b>Detail Required</b>
<b>Name of service and location</b>	The main address of this profile (eg service or program or department)
<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> <i>(also known as VRO)</i>	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>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 are a community charity providing free support services to all people across our region
<b>Indicate the region you cover</b>	For example – Our head office is based in Nowra but we provide services across the south and far south coast to the Victorian border
<b>Service Profile 1</b>	<b>Detail Required</b>
<b>Any specific conditions, limitations or client groups</b>	For example – Our service is only for women and children experiencing or at risk of domestic violence.
<b>Do you consent to be contacted about client placements?</b>	Legal Aid NSW and Revenue NSW may refer people to relevant sponsor services and programs
<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>	If you are not registered with ACNC or Fair Trading NSW, you will need to provide the name of a referee

## SPONSOR application process – NGO not-for-profit

### Step 6 – Documentation

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)

### Step 7 – Certification

Agree to comply with your obligations in the WDO Guidelines.

## 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.



## Can I get help?

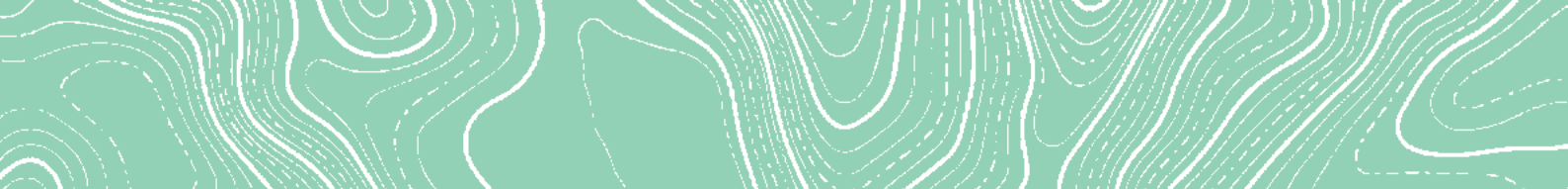
For questions about the application process call the Revenue NSW WDO Hotline 1300 478 879 or email Legal Aid NSW WDO service [wdo@legalaid.nsw.gov.au](mailto:wdo@legalaid.nsw.gov.au).

## 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>



<b>Activity and Insurance requirements</b>	
<b>Activity</b>	<b>Qualification, Experience and Insurance Requirements</b>
<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>

