

Form 5: WDO Activity Timesheet

This is an optional form that may assist you to record a WDO participant's participation in WDO activities. You may amend this form to suit the requirements of your organisation or practice.

WDO participant's name

Participant's phone number

Activity type

FORM TO BE RETURNED by the 15th of each month to the WDO sponsor.

Date form returned / /

Sponsor/Organisation's name

Supervisor's name

Supervisor's role

Day	Date	Start	Stop	Break	Hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Sub-total					

Day	Date	Start	Stop	Break	Hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Sub-total					

Day	Date	Start	Stop	Break	Hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Sub-total					

Day	Date	Start	Stop	Break	Hours worked
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
Sub-total					
Total					

*Note: The maximum amount that can be cleared on a WDO is \$1,000.00 per month.

Participant's declaration

I certify that the information in this timesheet, including the record of my actual hours of attendance on the WDO activity, are true and correct. I understand that giving false or misleading information is an offence.

Signed: Date / /
Participant's signature

Participant's name:

Signed: Date / /
WDO portal user's signature

WDO portal user's signature

If you have any questions please call the WDO hotline 1300 478 879 or email WDO@legalaid.nsw.gov.au



Work and Development
Order Service

