

WORK & DEVELOPMENT ORDERS

Volunteering Opportunities for People with Fines

Volunteering NSW State Conference

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Work and Development
Order Service

Legal Aid
NEW SOUTH WALES

The logo for Legal Aid NSW, featuring the text "Legal Aid" in a bold, sans-serif font above "NEW SOUTH WALES" in a smaller font, with a red triangle to the right.

Overview

- What are WDOs?
- What's involved in being a sponsor?
- How do we become a sponsor?
- What's required of participants?
- What are the benefits of WDOs:
 - For volunteers?
 - For sponsor organisations?



Work and Development Orders

- The Work and Development Order Scheme is in place thanks to a partnership between:
 - Revenue NSW,
 - Department of Communities and Justice, and
 - Legal Aid NSW.
- **Work and Development Orders (WDOs) allow eligible people to clear their NSW fines through volunteer work, courses, counselling or treatment programs.**



Legal Aid WDO Service



Legal Aid WDO Service

- Administer the WDO Scheme in partnership with the Department of Communities and Justice and Revenue NSW
- Assist organisations to become WDO sponsors
- Provide specialist fines advice, assistance and representation services to vulnerable clients



Which fines are we talking about?

Fines issued in NSW

Fines enforced by Revenue NSW can start as:

- **Fine notices**, previously known as Penalty Notices and sometimes referred to as outstanding fines
- **Court fines**, including court costs and victims support levy, and
- **Orders for Restitution**, previously known as Victims Restitution Orders

Options for Managing Fines Debt

- Pay the fine by the due date
- Dispute or challenge the fine
- Enter into a Payment Plan
- **Work and Development Order**
- Apply for a write off



Enforcement action taken by Revenue NSW



Enforcement costs



Licence suspension and
Service NSW business restrictions



Garnishee Orders
(protected amount is \$545.20)



Property Seizure Orders



Work and Development Orders (WDOs)

Work and Development Orders allow eligible people to clear their NSW fines through volunteer work, courses, counselling, case management or treatment programs.



WDO Eligibility Criteria

- Acute financial hardship (includes Centrelink)
- Mental illness
- Cognitive impairment
- Intellectual disability
- Serious addiction to drugs, alcohol or volatile substances
- Homeless or in temporary accommodation
- Under 18
- (and unable to pay their fines)



WDO Activities

Category	Cut-out rates
Volunteer work	\$30 per hour
Counselling and case management	\$50 per hour
Courses	\$50 per hour
Medical or mental health treatment	Up to \$1000 per month
Drug and alcohol treatment	Up to \$1000 per month
Mentoring programs	Up to \$1000 per month

MAXIMUM AMOUNT PER MONTH: \$1000
NB: Excludes court-ordered activities and Centrelink mutual obligation activities.



WDO Sponsors

- To participate in a WDO, an eligible person needs to be linked with an approved WDO sponsor.
- Government and non-government organisations (including for-profit and not-for-profit organisations), as well as health practitioners, can apply to be a WDO sponsor.
- Some of you may be part of an organisation who is already a WDO sponsor.



Work and Development Orders



What's involved in being a sponsor

- Assessing the person's eligibility to do a WDO.
- Using the WDO self-service portal to enter the person's details, and details about the activity they are going to do as part of their WDO.
- Once a month (on or shortly after 15th), in the WDO self-service portal, entering the number of hours the person has completed since 15th of the previous month.
- Keeping a copy of records.
- Closing the WDO once the fines have been worked off, OR whenever you or the client decides to stop the activity.

How to become a sponsor

Apply to be a WDO sponsor

You can apply to become a WDO sponsor online.

[Apply to be a WDO sponsor now](#)

1 BECOME A SPONSOR GUIDE

GOVERNMENT ORGANISATIONS

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 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. Once you start an application to become a WDO sponsor, you must complete all mandatory fields.

SPONSOR application process – Government	
Action	Details
Step 1 Sponsor type	Select government
Step 2 Applicant details	Enter name, position and contact details of the person lodging the application.
Step 3 Organisation Details	Enter organisation name, department, government type, ABN, management representative details eg NSW Health - South West Sydney LHD, Drug and Alcohol Service. For help see ABN Lookup

2 BECOME A SPONSOR GUIDE

NON-GOVERNMENT ORGANISATION – NOT-FOR-PROFITS

Who can apply as a government organisation?
A service with Commonwealth, state or local government employees, which may be a state-wide, cross-regional or specific government department or program. You may apply on behalf of:

- a whole state-wide service (eg Corrective Services NSW)
- a cross-regional program within a larger government department such as:
 - Department of Communities and Justice (DCJ) Out of Home Care Services
 - Illawarra and Shoalhaven Local Health District Drug and Alcohol Services
 - TAFE NSW Northern District
- a specific single government service such as:
 - Illawarra Renal Care Unit
 - Lawrence Hargrave School

TIP Some services may receive government funding but are actually non-government entities. If you have any questions about the sponsor approval process, please contact Revenue NSW WDO Hotline **1300 478 879**.

process – NGO not-for-profit	
Details	
Select non-government.	
Enter name, position and contact details of the person lodging the application.	
Enter organisation name, management representative details, ABN, indicate that your organisation is not-for-profit. For help see ABN Lookup	

3 BECOME A SPONSOR GUIDE

FOR-PROFIT ORGANISATIONS

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 independent social workers, therapists or accredited mental health social workers; registered training operators (RTO) and companies providing charitable services under a 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 have been changes, you will need to notify Revenue NSW and provide evidence.

TIP Allied health providers may apply as for-profit organisations. If you have any questions about the sponsor approval process, please contact Revenue NSW WDO Hotline **1300 478 879**.

process – For-profit	
Details	
Select non-government.	
Enter name, position and contact details of the person lodging the application.	
Enter organisation name, management representative details, ABN, indicate that your organisation is for-profit. For help see ABN Lookup	

4 BECOME A SPONSOR GUIDE

HEALTH PRACTITIONERS

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

- 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**.

process – Health practitioners	
Details	
Select health practitioner.	
Enter your name, AHFPA registration number and expiry date, phone, email and address details. Select practitioner type – medical practitioners, psychologist or nurse.	
If you work with children under 18 provide your WWCC number and expiry date.	

WDO Sponsor Finder Tool

- People with fines can search the public list of WDO sponsors on the NSW Government website:

The screenshot shows the NSW Government website's WDO Sponsor Finder tool. At the top, there is the NSW Government logo and navigation links for 'Living in NSW', 'Working and business', 'What's happening', and 'Have your say'. A search bar and 'MyServiceNSW' link are also present. The breadcrumb trail reads: Home > Money and taxes > Fines and Fees > Fines > Difficulty paying your fine > Apply for a Work and Development Order > WDO sponsor finder.

Search WDO sponsor

Work Development Orders (WDO) help eligible people reduce their fines. Contact an approved WDO sponsor in your area for more advice.

Search by postcode or suburb
2500, WOLLONGONG

Filters
2 filters selected

Delivery Mode

- In person
- Online

Activities

- Drug or alcohol treatment
- Educational/vocational or life skills course
- Financial or other counselling
- Medical or mental health treatment
- Mentoring program (persons under 25 years)
- Voluntary unpaid work

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What's required of WDO participants

- As the sponsor organisation, it is up to you and the participant to agree on what activities the person will do and how many hours they will participate.
- **Volunteering** as an example:
 - Gardening or conservation work;
 - Companionship roles;
 - Working in a food pantry;
 - Prepping and serving at a soup kitchen; or
 - Sorting donations at an op-shop



Benefits for volunteers

- Reduction in fines debt
- Lifting of licence and business restrictions
- Increased skill set and experience
- Increased employment opportunities
- Feeling of relief and empowerment
- New connections
- Increased motivation
- Increased self-esteem and self-worth



Benefits for volunteers

Certificate of Achievement

— This certificate is presented to —

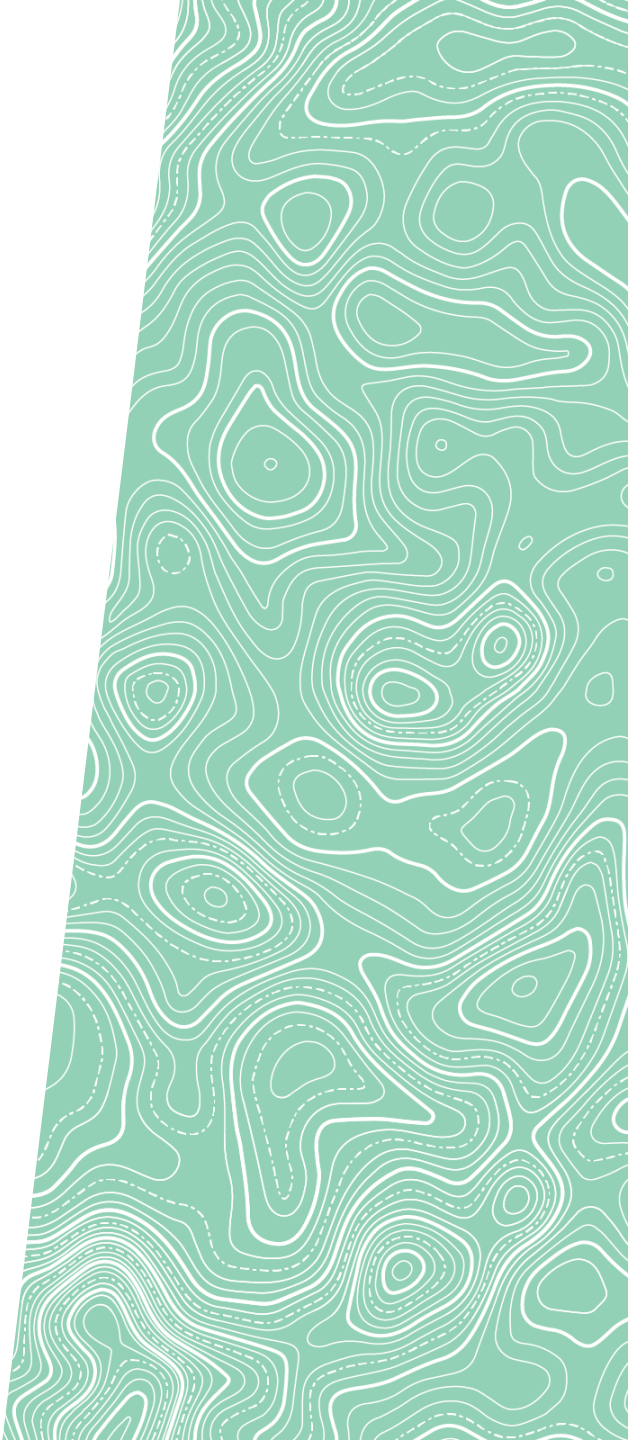
[Redacted area]

in recognition of completing your Work and Development Order (WDO).
All fines included on the WDO are now closed.
We hope you have gained some skills to help you make a fresh start. Well done!



Signature _____
Case Worker _____
WDO sponsor _____
Date _____

Majority of the people who complete WDOs do not get any more fines. If you do receive a new fine in the future, it is important that you contact Revenue NSW immediately on 1300 478 879.



Benefits for sponsor organisations

- Increased **volunteer recruitment**
- Increased **volunteer retention**
- Increased **positive outcomes**



WDOs – Helping Communities Across NSW



For More Information About WDOs

- **Legal Aid NSW WDO Service:**
 - wdo@legalaid.nsw.gov.au
 - Wollongong Office – (02) 4228 8299
- **Revenue NSW:**
 - wdo@revenue.nsw.gov.au
 - WDO Hotline – 1300 478 879

