
Fee Schedule

The fees are payable to a Guardian ad Litem on the Guardian ad Litem Panel for services provided in accordance with the Code of Conduct and Handbook.

General Guidelines

Items not specifically included in these guidelines are subject to separate negotiations.

All air travel, overnight accommodation and travel/sustenance expenses exceeding \$50 must have pre-approval of the Director or Manager of the Legal Services Branch.

All fees exceeding the maximum time must be pre-approved by the Director or Manager of the Legal Services Branch.

All hourly rates are to be rounded to the nearest half hour.

All hourly rates are inclusive of GST

No allowance is payable for general office overheads. An allowance may be payable for administration costs (eg faxes to client and photocopying) in certain circumstances with prior approval of the Director or Manager of the Legal Services Branch.

Timeframes for invoicing

Where first applicable a Guardian ad Litem must invoice:

- Within 28 days of the matter being finalised
- Every three months of the proceedings, starting from when the Guardian ad Litem was appointed
- Where the cost of services exceeds \$1,500

Tax invoice

A copy of the tax invoice template is attached. All Guardian ad Litem should use the template when invoicing.

Invoices and tax invoice queries should be e-mailed to guardian_ad_litem_panel_coordinator@agd.nsw.gov.au or posted to **GPO Box 6, Sydney 2001**

Scale of fees

The scale of fees is as follows:

PREPARATION AND COURT/TRIBUNAL ATTENDANCE			
Item No	Nature of attendance or preparation	Rate/per hour*	Maximum time per appointment**
1a	Preparation for Court (includes perusing the Court/Tribunal file, preparation of Affidavits, Care plans, s65 conferences etc)	\$50 per hour	Up to 3 hours
1b	Preparation for ADR or other conference (includes perusing any relevant files or documents and preparing required documents)	\$50 per hour	Up to 2 hours
2	Conference with client/solicitor/Department of Human Services	\$50 per hour	Up to 4 hours
3	Attendance at Court, Court ordered ADR or other conference	\$50 per hour	For the duration of attendance required
<p>Note: Where a matter has been listed at Court and then adjourned without notice on the day it was listed, a flat rate of 3 hours (\$150) may be invoiced even if attendance at Court was for a shorter period of time. You must include a brief note outlining what the matter was listed for and why the matter was adjourned (this exception does not include mentions).</p>			
TRAVEL ALLOWANCE, SUSTENANCE AND EXPENSES			
Item No	Travel description	Rate*	Maximum time per appointment**
4	If travel time exceeds half an hour then a Guardian ad Litem can charge for that time.	\$30 per hour	Duration of travel time
5	Travel sustenance/disbursements for transport (includes any public transport costs, tolls and parking)	As per tax receipt	-
6	Travel allowance for use of a private motor vehicle Casual rate Engine capacity- <ul style="list-style-type: none"> • 2601cc and over – 30 cents per kilometre • 1601cc – 2600cc – 29.6 cents per kilometre • 1600cc or less – 25.2 cents per kilometre 	As per engine capacity	-
<p>Note all travel expenses such as airfares and cab charges are to be organised by the Legal Services Branch prior to the event if possible.</p> <p>Receipts are required for all travel sustenance/disbursement claims.</p>			
SUSTENANCE ALLOWANCE (paid in accordance with Circular No:2001-35)			
7	Meal Expenses on one day journeys Capital cities and high cost country centres Breakfast - \$22.30	As per meal allowance rates	-

	Dinner - \$43.00 Lunch - \$25.00 Other country centres Breakfast - \$22.30 Dinner - \$43.00 Lunch - \$25.00 Meal allowances are only payable if the travel: <ul style="list-style-type: none"> • commenced before 6.30am • exceeds 100km (return trip) • extends beyond 6.30pm 		
8	Overnight sustenance Capital cities and high cost country centres As per the rate for the capital city./high cost country centre Other country centres As per the rate for the country centre	As per meal allowance rates	Please contact the Legal Services Branch for the appropriate rate
REPORT WRITING			
9	Where a report is ordered by the court	TBA	TBA

* Hourly rates should be rounded to the nearest half hour

** For complex matters the maximum time limits may be extended if pre-approved by the Director or Manager of the Legal Services Branch.

<Guardian ad Litem Name>
 <Address details>
 <Address details>
 <ABN: XX XXX XXX XXX>
 <Phone: 02 XXXX XXXX>
 <Email: address>

TAX INVOICE

Date: <DD MONTH YYYY>
 Tax Invoice No. <XXXXXX>

Department of Justice and Attorney General
 Legal Services Branch
 GPO Box 6
 SYDNEY NSW 2001

Matter Number: <Matter Number>
 Name of Client: <Name of Client>
 Court/Tribunal: < Court/Tribunal>

PREPARATION AND COURT/TRIBUNAL ATTENDANCE						
Item No.	Date	Description (include nature of work, location, names of people attended with or any other relevant information)	Duration	Fee	GST	Total
1a	12/12/2010	Preparation for Hearing including peruse court file, prepare Affidavit and	1.5 hours	\$75		
2	12/12/2010	Attend Parramatta Children's Court for Hearing	2.5 hours	\$125		
TRAVEL ALLOWANCE, SUSTENANCE AND EXPENSES						
SUSTENANCE ALLOWANCE						
REPORT WRITING						
TOTAL						

Please make payment by to:
 <Guardian ad Litem Name>
 <ABN>

Account details:
 Account Name
 Bank
 BSB Number
 Account Number

All invoices and queries should be e-mailed to guardian_ad_litem_panel_co-ordinator@agd.nsw.gov.au or posted to GPO Box 6, Sydney 2001