



WITNESS INFORMATION SHEET

In exercising its powers to compel witnesses to give evidence, the Royal Commission is highly cognizant of the responsibility it has to support the welfare of witnesses.

Wellbeing

Counselling support is available for witnesses giving evidence at the hearings to support their health and well-being. The Commission has engaged an independent specialist psychological counselling service to provide confidential support prior to, during, and following attendance at the Commission.

Witnesses can access:

- One pre-hearing counselling session during the 7 days prior to appearing before the Commission
- One debrief counselling session following their attendance at the Commission.

The Commission can also provide counselling for witnesses during hearings if required. This can be provided at the Fair Work Commission or the witness can attend the service provider's premises which are within close proximity to the Commission's hearing room.

To access this service witnesses please contact Caraniche on 1800 099 444 and quote the code 'RCMPI'.

Safety & Security

The Commission takes the security of all participants and attendees at hearings very seriously and has in place a range of security measures to ensure the safety of both witnesses and hearing attendees.

Witnesses should discuss any security issues with their legal representative who can liaise with Commission officers. (If a witness does not have legal representation, please email contact@rcmpi.vic.gov.au or phone 1800 312 612.)

At the discretion of the Commissioner, in some cases this may result in the need to implement measures such as having closed hearings, providing witnesses with access via a discreet entrance, utilizing remote audio or videoconferencing, making a non-publication order, or an order not to show the individual's image through the video streaming and/or utilising a pseudonym.

Reimbursement of Witness Costs

Under section 42 of the *Inquiries Act 2014* any person who is served with a Notice to Attend as a witness at a hearing of the Commission is entitled to be paid expenses and allowances in accordance with the prescribed scale set out in the *Inquiries Regulations 2015*.

Witnesses are entitled to the following expenses:

Loss of Income

A witness who loses income because of attending the Commission is entitled to reimbursement of the amount of income actually lost in attending the inquiry.



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Professional or Expert witnesses giving evidence or information are entitled to reimbursement of up to \$300 per hour, but not exceeding \$1500 per day. Any other witnesses giving evidence or information are entitled to reimbursement of up to \$100 per hour, but not exceeding \$600 per day.

Childcare

A witness who is not engaged in employment or business and who incurs childcare expenses because of attending an inquiry is entitled to reimbursement for:

- reasonably incurred childcare expenses;
- any other expenses (excluding the costs of any travel, meals or accommodation) up to a maximum of \$50 per day.

Meal Allowances

Away Overnight

If a witness is away from home overnight because of attending a hearing of the Commission in Melbourne, they are entitled to the following meal allowances:

Breakfast	\$17.70
Lunch	\$19.75
Dinner	\$34.05

Up to a maximum of \$71.50 per day.

Same day

If a witness is away from home for part of the day only (that is departing and returning home on the same day), they are entitled to the following meal allowances:

Breakfast	\$12.40
Lunch	\$12.40
Dinner	\$16.50

Up to a maximum of \$41.30 per day.

Accommodation Allowances

A witness who is absent from home because of their attendance at the inquiry is entitled to claim reimbursement of the cost of alternative accommodation, up to a maximum of \$150 per night.

Travel Expenses

A witness is entitled to reimbursement for the reasonable cost of travel to a hearing of the Commission. Travel expenses may include public transport fare, parking costs and airfare for interstate or regionally based witnesses. If a witness uses their own vehicle to drive to and from the Commission, they are entitled to reimbursement of 18 cents for each kilometre travelled.

Process for making a claim for reimbursement

1. Witness should keep records (such as payslips, parking receipts or tax invoices) for any out of pocket costs incurred.
2. Collate all records and complete the Claim Form attached.
3. Send the completed Claim Form and records to contact@rcmpi.vic.gov.au or Royal Commission into the Management of Police Informants, PO Box 18028, MELBOURNE, VIC, 3001.

Deadline for claiming expenses

A witness claiming expenses under these Regulations is only entitled to reimbursement if the witness submits a claim to the Commission prior to the Commission delivering its final report on 1 July 2020.



WITNESS CLAIM FORM

Witness Details

Name of Claimant	
Address	
Phone	
Email	

Date/s Attended:.....

Banking Details for reimbursement payments

Name on Account			
BSB Number		Account Number	

Type of Claim

Loss of Income¹ Yes (attach evidence) No
Attach evidence of rate of pay (evidence may include payslip etc)

Childcare Yes (attach evidence) No
Attach evidence of childcare costs incurred²

Meal Allowances

- Away Overnight³ Yes (attach evidence) No
- Same day⁴ Yes (attach evidence) No

Accommodation Allowance⁵ Yes (attach evidence) No
Attach evidence of accommodation costs incurred.

Travel Expenses Yes (attach evidence) No
Attach evidence of travel costs incurred⁶

Vehicle Travel

Make		Model		Registration		Rate per Km	\$0.18
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Total Amount Claimed \$ _____

Signature of Claimant: _____

The information provided on this form will only be used for recording travel of Royal Commission into the Management of Police Informants witnesses to substantiate travel claims made against the Commission and will be managed in accordance with the Information Privacy principles pursuant to the Information Privacy Act 2000 (Victoria).

¹ Loss of Income - Expert witness - capped at \$1,500 per day. Witness – capped at \$600 per day (see attached information sheet)

² Childcare – See attached information sheet

³ Meal Allowances – Maximum claimable amount for meal allowances for witness away overnight \$71.50 – See attached information sheet

⁴ Meal Allowances – Maximum claimable amount for meal allowances for witness returning home on the same day \$41.30 – See attached information sheet

⁵ Accommodation Allowance - capped at \$150 per night – See attached information sheet

⁶ Travel Expenses - A witness is entitled to claim reimbursement of 18 cents for each kilometre travelled – See attached information sheet