



COUNSELLING AND REPORT FEE INVOICE

Section 1: Applicant Details

Applicant name	<input type="text"/>
Tribunal reference number	<input type="text"/>
Tribunal venue	<input type="text"/>

Section 2: Counsellor / Report Writer Details

Name of report writer/counsellor	<input type="text"/>
Name of business / agency	<input type="text"/> <i>Must be the entity name as recorded against the Australian Business Number (ABN) to enable payment to be made by the Department of Justice</i>
ABN of business / agency	<input type="text"/>
Postal/payment address of business / agency	<input type="text"/> <i>Cheque will be sent to this address if non-EFT payment</i>
Counsellor reference	<input type="text"/>

Section 3: Counselling Fees Claimed

Date of counselling session	Duration of session (Hr:Min)	Signature of Counsellor (to be signed at conclusion of each counselling session)	Signature of Applicant (to be signed at conclusion of each counselling session)	Fee Claimed (inc. GST) (refer to Tribunal's Costs Guideline)
		Date signed:	Date signed:	
		Date signed:	Date signed:	
		Date signed:	Date signed:	
		Date signed:	Date signed:	
		Date signed:	Date signed:	
		Date signed:	Date signed:	

Section 4: Report Fee Claimed

Report Description (e.g., date of report, report type, time spent preparing report)	Fee Claimed (inc. GST) (refer to Tribunal's Costs Guideline)
<input type="text"/>	<input type="text"/>

Section 5: Counsellor / Report Writer Certification

I, _____ certify that:
(name of person that authored the report / provided counselling to applicant)

- I wrote and signed the report referred to in this invoice *(delete clause if no report filed with invoice)*.
- The counselling session(s) claimed in this invoice was *(tick box for relevant clause)*:
 - previously authorised by the Tribunal by letter/notice dated / /
 - not previously authorised by the Tribunal.
- The counselling sessions detailed in this invoice were provided by me *(delete clause if no counselling claimed in invoice)*.
- I signed this invoice in the column headed 'signature of counsellor' at the conclusion of each counselling session claimed in this invoice *(delete clause if no counselling claimed in invoice)*.
- The applicant signed this invoice in the column headed 'signature of applicant' at the conclusion of each counselling session claimed in this invoice *(delete clause if no counselling claimed in invoice)*.
- I understand that the filing of this invoice does not guarantee payment of all or part of the amount claimed, and that the amount awarded for expenses is at the discretion of the Tribunal.

Counsellor's signature

Counsellor's occupation

Dated:
