



## Victims of Crime Assistance Tribunal

Chief Magistrate's Chambers  
Melbourne Magistrates' Court

### Practice Direction

No. 1 of 2010

## AWARDS OF ASSISTANCE FOR EXPENSES YET TO BE INCURRED

PRACTICE DIRECTION ISSUED PURSUANT TO SECTION 58  
OF THE VICTIMS OF CRIME ASSISTANCE ACT 1996

### Purpose

The purpose of this Practice Direction is to specify the procedure to be followed in relation to claims for financial assistance for expenses yet to be incurred by an applicant.

### Background

The Victims of Crime Assistance Tribunal may award financial assistance to an eligible applicant for expenses actually incurred, or reasonably likely to be incurred in the future, for reasonable counselling and medical expenses, and in exceptional circumstances, other expenses to assist recovery (sections 8, 10 and 13 of the *Victims of Crime Assistance Act 1996*).

Section 55(2) of the Act provides that amounts of financial assistance awarded to a victim for expenses not yet incurred are only payable on the submission of an invoice or receipt relating to the particular expense.

### Material required in support of claim

If an application is made for assistance for an expense yet to be incurred, it must be supported by evidence of the proposed cost, to assist the Tribunal in determining whether the proposed expense is reasonable.

Evidence of cost will usually be provided in the form of a quotation (a statement of the current price of a good, or an estimate of cost given in advance of work being done), or contained in a report from a medical practitioner or counsellor that includes a proposed treatment plan.

## **Payment of financial assistance awarded**

Payment of financial assistance for an awarded expense may only be paid upon the submission of an **invoice** or **receipt** relating to that expense, once the expense has been incurred.

Where an invoice is filed, payment will be made directly to the supplier. Where a receipt is filed, payment will be made to the person who paid the expense.

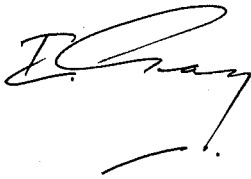
## **Invoices**

Where an invoice is filed for an expense for which assistance has been awarded, the Tribunal will only arrange payment if it has received a **valid invoice**.<sup>1</sup>

Invoices for counselling expenses (counselling sessions and reports) are to be provided in the format specified in Practice Direction 1 of 2008 (Awards for Counselling Expenses).

## **Commencement**

This Practice Direction has effect from 1 April 2010.



**IAN L GRAY**  
Chief Magistrate  
30 March 2010

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<sup>1</sup> Refer to the Australian Taxation Office website for information on what constitutes a valid invoice (see <http://www.ato.gov.au/businesses/content.asp?doc=/content/50913.htm>).