

# GAL Fee Schedule

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

## 1. General Guidelines

- 1.1 Items not specifically included in these guidelines are subject to separate negotiations.
- 1.2 All air travel, overnight accommodation and travel/sustenance expenses exceeding \$50 must have pre-approval of the Director or Manager of Division Support and Public Accountability.
- 1.3 All fees exceeding the maximum time must be pre-approved by the Director or Manager of Division Support and Public Accountability.
- 1.4 All hourly rates are to be rounded to the nearest half hour. Please provide enough information in the description column of your invoice to account for the number of hours you are claiming.
- 1.5 All hourly rates are **exclusive** of GST
- 1.6 An allowance may be paid for reasonable disbursements to cover photocopying, facsimiles and postage and other overheads on a cost recovery basis (i.e. actual expenses outlaid). Prior approval is required if expenditure in any one matter exceeds \$100.
- 1.7 GALs are able to claim for 3 hours for any Court/Tribunal attendance, where matters are listed but unexpectedly adjourned or dismissed at short notice. Please note that in general GALs are not expected to attend mentions and directions hearings when a legal representative can adequately do so.

## 2. General Guidelines - NCAT Proceedings

- 2.1 If you are appointed as a GAL in NCAT proceedings, the 3 hour limit for preparation time does not apply.

### **3. Timeframes for invoicing**

Where first applicable a Guardian ad Litem must invoice:

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

### **Tax invoice**

Please see the [recommended tax invoice template](#). GALs should use the template when invoicing.

Invoices and tax invoice queries should be emailed to [guardian-ad-litem-panel-co-ordinator@dcj.nsw.gov.au](mailto:guardian-ad-litem-panel-co-ordinator@dcj.nsw.gov.au) or posted to: Guardian ad Litem Panel Co-ordinator, Department of Communities and Justice, Locked Bag 5000, Parramatta NSW 2124.

# Scale of fees

<b>PREPARATION AND COURT/TRIBUNAL ATTENDANCE</b>			
<b>Item No.</b>	<b>Nature of attendance or preparation</b>	<b>Rate/per hour*</b>	<b>Maximum time per appointment</b>
1a	Preparation for Court (includes perusing the Court/Tribunal file, preparation of Affidavits, Care plans, s65 conferences etc)	\$60 per hour	Up to 3 hours (10 hours for NCAT matters and no fixed limit for MoU matters)
1b	Preparation for ADR or other conference (includes perusing any relevant files or documents and preparing required documents)	\$60 per hour	Up to 2 hours
2	Conference with client/solicitor/Department of Communities and Justice	\$60 per hour	Up to 4 hours
3	Attendance at Court, Court ordered ADR or other conference	\$60 per hour	For the duration of attendance required
<b>TRAVEL ALLOWANCE, SUSTENANCE AND EXPENSES</b>			
<b>Item No.</b>	<b>Travel description</b>	<b>Rate*</b>	<b>Maximum time per appointment</b>
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"> <li>• 2601cc and over — 30 cents per kilometre</li> <li>• 1601cc — 2600cc — 29.6 cents per kilometre</li> <li>• 1600cc or less — 25.2 cents per kilometre</li> </ul>	As per engine capacity	
<b>SUSTENANCE ALLOWANCE (paid in accordance with Circular No. 2023-02)</b>			
7	Meal Expenses on one day journeys Capital cities and high cost country centres Breakfast - \$29.90 Dinner - \$57.30 Lunch - \$33.65  Other country centres Breakfast - \$26.80 Dinner - \$52.75 Lunch - \$30.60  Meal allowances are only payable if the travel: <ul style="list-style-type: none"> <li>• commenced before 6.30am</li> <li>• exceeds 100km (return trip)</li> <li>• extends beyond 6.30pm</li> </ul>	As per C2023-02	
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 C2023-02	Please contact Division Support and Public Accountability for appropriate rate
<b>REPORT WRITING</b>			
9	Where a report is ordered by the court	TBA	TBA

## PLEASE NOTE

- All travel expenses such as airfares, cab charges and accommodation are to be pre-approved by Division Support and Public Accountability prior to the event where possible. Airfares and cab charges will be arranged by Division Support and Public Accountability according to NSW Government procedures.
- Receipts are required for all travel sustenance/disbursement claims.
- The most recent travel allowance rates (C2023-02) can be found at <https://arp.nsw.gov.au/c2023-02-meal-travelling-and-other-allowances-for-2023-24/>
- Hourly rates should be rounded to the nearest half hour.
- For complex matters or special circumstances the maximum time limits may be extended if pre-approved by the Director or Manager of Division Support and Public Accountability.