



Please note that the date for attendance on this subpoena is the start date of the trial. The trial may run for a number of days or weeks from that day. At this stage it is not known on which day or at what time you will be required to give your evidence. You may not be required to give evidence on the commencement date listed on this subpoena. Once you have received the subpoena you must contact the DPP travel clerk on **08 89364068 or freecall 1800 628 720**. The travel clerk will confirm your contact details, advise you of the date that you are required to give your evidence and will make any necessary travel or accommodation arrangements. For further information see section entitled *Witness Expenses*. To speak to a prosecutor about this matter, please telephone **1800 659 449**.

WITNESS EXPENSES

Loss of wages

A person is entitled to be reimbursed for loss of salary or wages upon production of a letter from their employer stating the details of this loss in nett wage terms, this includes loss of wages for any travel time to attend Court and actual time at Court. In arranging time off from work to attend Court, you should take this as unpaid leave rather than using any paid leave options.

Self employed

Self-employed persons may be reimbursed for loss of income. Such claims are to be substantiated by a letter from the self employed person's accountant showing loss of income in nett terms, again this includes loss of wages for any travel time to attend Court and actual time at Court.

Local transportation to court

Any witness who has received a summons or subpoena and has incurred public transport costs in attending court (e.g. bus fare) and will be reimbursed upon production of receipts.

Kilometre Allowance

If you are required to travel more than 40 kilometres from your normal residence to attend court, you may be able to claim a kilometre allowance. A kilometre allowance for travelling by personal vehicle may be payable at the rate of \$0.76/km where there is no scheduled passenger service (Air, Train, Bus). If a scheduled service is available, the amount payable to the witness is the equivalent bus fare within the NT, or airfare for interstate witnesses.

Airfares/intrastate & Interstate Witnesses

All airfares are booked at the economy rate. To obtain air tickets from point of departure, your subpoena is to be produced as proof of identity. Cabcharge vouchers are available, if required, to assist you in airport transfers. Witnesses requiring cabcharge vouchers should contact the prosecution Liaison Officer on 1800 628720 two (2) weeks prior to the Court date to arrange for the vouchers to be sent to you. Please ensure the Taxi Company accepts the voucher prior to travel. The voucher is accepted universally in the NT. **All witnesses are to contact the Prosecution Liaison officer on FreeCell number 1800 628720 at least one (1) week prior to the Court date.**

For interstate and NT witnesses required to stay overnight in Hotel/Motel accommodation, an allowance is provided for three (3) meals per day and is as follows:

Breakfast: \$17.00 Lunch: \$26.10 Dinner: \$36.70 (All pricing is GST inclusive)

Or a daily total not exceeding \$79.80 (GST inclusive).

Meal allowance will only be payable to witnesses who are absent from their place of residence overnight or for more than 12 hours. If the person is a witness who is under the age of 12 years,

the amount of the meal allowance is to be halved. Meals will normal be covered as part of any accommodation booking, where you can book the meals against your room number. If witnesses eat outside the hotel, receipts must be produced to claim this allowance, providing the collective total for that day does not exceed the prescribed amount. Apart from the standard room rate, the witness is expected to meet all other expenses incurred such as phone calls or booking in-house movies etc.

Where commercial accommodation needs to be provided to witnesses, DPP will arrange for this and make payment directly to the accommodation provider.

Government Employees

Employees of a State, Federal, Local or Territory Government Department or Statutory body are eligible to claim any reasonable costs incurred in attending Court. The employee shall not have entitlements eroded/lost as a result of their attendance and should address this with their respective Departments prior to court.

Expert witness

An expert witness is a person who the Prosecution has defined as being called to give evidence that involves his/her particular specialisation in private enterprise and may claim up to the maximum of \$610.20/day. Claimant should provide a Tax Compliant Invoice

This rate is set in the High Court Rules of Australia and is amended from time to time. The Prosecutor will advise you if this changes.

Interpreter Fees

Where a person has been called by the Crown in their capacity as an Interpreter the rates set by the Office of Ethnic Affairs shall apply. These are \$30.00 per hours, \$150.00 per half day (up to 5 hours) and \$300.00 for a full day. A kilometre allowance of \$0.76/km shall apply if a private vehicle is used to attend court.