

Appendix 'A'**TRAVEL ARRANGEMENTS AND PAYMENT OF COSTS INCURRED FOR COURT ATTENDANCE BY POLICE AND CIVILIAN WITNESSES****1. Introduction**

- 1.1 The purpose of this policy is to clarify the responsibilities of all parties involved in arranging travel for attendance at court for police and civilian witnesses.

2. Prosecution Liaison Officers

- 2.1 Prosecution Liaison Officers (PLO) are located in Darwin and Alice Springs. The Regional PLO located in Darwin is responsible for organising travel and accommodation for witnesses attending court at the following locations:

- Alyangula
- Daly River
- Darwin
- Elcho Island
- Jabiru
- Maningrida
- Nhulunbuy
- Oenpelli
- Pirlangimpi/Nguiu
- Wadeye

The Regional PLO located in Alice Springs is responsible for organising travel and accommodation for witnesses attending court at the following locations:

- Alice Springs
- Ali Curung
- Borroloola
- Elliott
- Hermannsburg
- Papunya
- Tennant Creek
- Yuendumu
- Yulara

In Katherine, the Prosecutions Unit is responsible for organising travel and accommodation for witnesses attending court at the following locations:

- Kalkaringi
- Katherine
- Lajamanu
- Ngukurr
- Timber Creek

- 2.2 Where witnesses need to travel on a commercial airline, the PLO is to book full economy airfares. Full economy airfares provide the flexibility to alter bookings in those cases where witnesses are not required to attend court as planned, if at all.
- 2.3 In all cases, police members are required to check with the relevant PLO to confirm that they are required to attend court. A subpoena/summons does not necessarily mean that members are required to attend on that date, if at all. If a member does not confirm their court attendance with the PLO, costs incurred by the member may not be reimbursed.

3. Police Summary Matters - Police Witnesses

- 3.1 The Regional PLO is responsible for arranging all travel and accommodation, including the completion of NT Police Movement Requisition forms. The Movement Requisition forms are then signed by the OIC, Summary Prosecutions and forwarded to the Travel Clerk via the Regional Superintendent.
- 3.2 The NT Police are responsible for paying all costs associated with members' attendance at court for police summary matters.
- 3.3 If barracks/Visiting Officers Quarters are not available, the PLO is responsible for arranging commercial accommodation. The NT Police will pay for the accommodation and pay the member a meals and incidentals component. Members may be required to supply a barrack's certificate.

4. Police Summary Matters - Civilian Witnesses

- 4.1 The Regional PLO is responsible for arranging all travel and accommodation, including the completion of NT Police Movement Requisition forms. The Movement Requisition forms are then signed by the OIC, Summary Prosecutions and forwarded to the Travel Clerk via the Regional Superintendent.
- 4.2 The NT Police will pay for the cost of travel (a kilometre allowance is payable where private vehicles are used) and for accommodation and meals for civilian witnesses attending court for police summary matters.
- 4.3 If a witness travels by private vehicle, they are required to complete a claim for payment for the kilometre allowance/bus fare. The Regional PLO is to submit the claim for payment to the Travel Clerk with the Movement Requisition.
- 4.4 Where applicable, the Director of Public Prosecutions (DPP) will reimburse civilian witnesses for lost wages after the witness has submitted a DPP Witness Expense Sheet and a letter from the witness' employer stating the net loss of wages.

5. DPP Summary Matters - Police Witnesses

- 5.1 The Regional PLO is responsible for arranging all travel and accommodation, including the completion of Movement Requisition forms. The PLO is required to complete a DPP Movement Requisition form for travel. If the Travel Clerk requires a copy of the DPP Movement Requisition to verify police records, the PLO will provide it.
- 5.2 The DPP is responsible for paying for travel costs (a kilometre allowance is payable where private vehicles are used) for all police members attending court for DPP summary matters. The NT Police will pay for accommodation and meals.
- 5.3 If the barracks/Visiting Officers' Quarters are not available, the PLO is responsible for booking commercial accommodation. The NT Police will pay for the accommodation and pay the member a meals and incidentals component. The PLO is required to complete a NT Police Movement Requisition if commercial accommodation is required. The Movement Requisition is then signed by the OIC, Summary Prosecutions and forwarded to the Travel Clerk via the Regional Superintendent.
- 5.4 If the member travels by private vehicle, they are responsible for completing a DPP Witness Expense Sheet in order to claim a kilometre allowance from DPP.

6. DPP Summary Matters - Civilian Witnesses

- 6.1 The Regional PLO is responsible for arranging all travel and accommodation, including the completion of Movement Requisition forms.
- 6.2 The DPP are responsible for paying travel costs (a kilometre allowance is payable where private vehicles are used) and for accommodation and meals for civilian witnesses attending court for DPP summary matters.
- 6.3 Where applicable, the DPP will also reimburse civilian witnesses for lost wages after the witness has submitted a DPP Witness Expense Sheet and a letter from the witness' employer stating the net loss of wages.

7. Supreme Court Matters - Police Witnesses

- 7.1 The Regional PLO is responsible for arranging all travel and accommodation, including the completion of movement requisition forms. The PLO is required to complete a DPP Movement Requisition form for travel. If the Travel Clerk requires a copy of the DPP Movement Requisition to verify police records, the PLO will provide it.
- 7.2 The DPP is responsible for paying travel costs (a kilometre allowance is payable where private vehicles are used) for all police members attending the Supreme Court. The NT Police will pay for accommodation and meals.
- 7.3 If the barracks/Visiting Officers' Quarters are not available, the PLO is responsible for booking commercial accommodation. The NT Police will pay

for the accommodation and pay the member a meals and incidentals component. The PLO is required to complete a NT Police Movement Requisition if commercial accommodation is required. The Movement Requisition is then signed by the OIC, Summary Prosecutions and forwarded to the Travel Clerk via the Regional Superintendent.

- 7.4 If the member travels by private vehicle, they are responsible for completing a DPP Witness Expense Sheet in order to claim a kilometre allowance from DPP.

8. Interstate Witnesses

- 8.1 The State/Territory requiring a civilian witness to attend court from interstate will be responsible for the travelling arrangements and costs of that witness.
- 8.2 The travel arrangements (and costs thereof) for interstate police witnesses will be the responsibility of the requesting jurisdiction. Incidental expenses such as travelling allowance and meals are to be met by the home jurisdiction.