



Financial Assistance Application Form: Related victim

Victims of Crime Assistance Act 2009 (sections 51 and 52)

Form 7, Version 4 | Effective 14 September 2023

IMPORTANT – This form has been designed if you want to **email** or **post** your application. You will also need to include photocopies of your supporting documents. If you have a computer, tablet or smart phone, you may find it quicker and easier to complete this form online. Go to www.qld.gov.au/victimssapply

About this related victim application form

We acknowledge this form is very long. This is because we included clear instructions along the way. Most of the questions are check box style. Depending on your circumstances, you may be able to skip a lot of questions. The form tells you if something is optional.

Who can use this form?

Some relatives of a person who has died by homicide in Queensland can use this form to apply for financial assistance. These people are referred to as **related victims**.

A related victim includes: the deceased person's spouse, partner, parent, child or sibling (by law, Aboriginal tradition or Island custom); or a person who was entirely or substantially dependant on the deceased person's income at the time of their death.

Homicide includes, but isn't limited to; murder, manslaughter, or dangerous operation of a motor vehicle/vessel causing death.

If you are a related victim and you had a close personal relationship with the deceased person at the time of their death, you can use this form to apply for a distress payment and help to pay your recovery expenses.

Each relative (or their parent or guardian) must complete their own form. If you (or your parent or guardian) can't fill in and/or sign this form yourself, or you can't provide a document we've asked for, call Victim Assist Queensland for advice, **1300 546 587** (9:00am-4:30pm, Monday – Friday, excluding public holidays).

You need to provide

1. Information about:
 - » the crime – see Crime details (**section 2**)
 - » your injuries, if you're claiming medical expenses – About claiming medical expenses (**Q16**), and Providing information about your medical needs (at the end of this form)
2. A copy of your identity document(s) – see Prove your identity (at the end of this form)
3. Your banking details (**Q10**)
4. If your family member died as a result of work-related violence (**Q3**) or a motor vehicle violence, you will need your insurance/compensation claim reference number.
5. Receipts, invoices or approximate costs if you're claiming expenses– **see section 4**.

You may need to photocopy

1. A document that confirms you are the deceased person's spouse, partner, parent, child or sibling, for example: a birth certificate, a marriage certificate, a court document, a family Medicare card, a will or letter from the Executor of the will, a death notice, a funeral document, a shared housing or financial documents, a letter from an Elder.
2. your identity document(s) – see Prove your identity section, at the end of this form)
3. documents about your injuries, if you're claiming medical expenses
4. receipts and other documents about your expenses

Are you filling in this form for someone else?

If you're completing this application on behalf of a child who is under 18 or an adult who has impaired capacity

- » you need to include your details in **(Q9)** and **(Q23b)** and you need to sign the form.
- » you need to include a photocopy document confirming you're the victim's parent or guardian, enduring power of attorney or administrator.

If you're a lawyer who is acting on behalf of the relative, you need to include your details in **(Q12)**

- » you will need to provide a photocopy of a document confirming your authority to act on behalf of the victim
- » your client will need to sign this form and provide a photocopy of their identity document.

Financial Assistance Application: Related victim

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We acknowledge it may be hard for you to apply for financial assistance because you will need to tell us about what has happened.

You may want to fill in this form privately or you may want to ask a friend or victim services worker for support. If needed, you can call **Queensland Homicide Victim Support Group** on **1800 774 744** for free, confidential support.

Section 1: Working out if you should make an application

This application form asks for a lot of personal information. We want to reassure you that we only use this information to assess if we can give you financial assistance or not. It won't be disclosed or used for any other purpose unless we are authorised or required under a law to use it for another reason or disclose it to another entity.

The Privacy Notice (section 5) explains how we protect your personal information and lists the specific agencies we may share it with. **We will only give these agencies relevant information.** We don't give them the whole form.

» For example, if we need to check the details of a police report, we may give police relevant information provided in the Crime details section.

Throughout this form, a **financial dependant** means a person who was entirely or substantially dependant on the income of the deceased person at the time of their death.

Q1 Are you the spouse, partner, parent, child, sibling or financial dependant of a person who died by homicide?

☒ **Yes – go to Q2**

☐ **No – stop here**

You don't need to complete this form. We cannot give financial assistance to other relatives or for other causes of death. If you are experiencing financial issues, we recommend you call the **National Debt Helpline** on **1800 007 007**

Q2 Was the homicide committed in Queensland?

☒ **Yes – go to Q3**

☐ **No – stop here**

You don't need to complete this form. We can't give you financial assistance for homicides committed outside Queensland in other places

Q3 Did the homicide happen at work, on the way to or from work, or while on a work break?

☐ **Yes – stop here - see note below**

☒ **No – go to Q4**



You **must** apply for workers' compensation insurance and have your claim **assessed and finalised** before you submit this application. Please contact **WorkCover Queensland** on **1300 362 128** to see if this cost can be covered. If you have already done this, **go to Q3a**

Q3a Has your workers' compensation claim been assessed and finalised?

☒ **Yes – provide details below**

☐ **No – stop here**

You don't need to complete this form. We can't give you financial assistance if the acts of violence didn't cause an injury.

If yes, what is your claim reference number?

If yes, when was your claim finalised?

Go to Q4

Q4 Did another person's dangerous driving caused your relative's death?

If another person's dangerous driving caused your relative's death, you may be able to submit a compensation claim with the Compulsory Third Party (CTP) insurer of the at fault vehicle. Contact the **Motor Accident Insurance Commission** on **1800 287 753** for more information.

☐ **Yes – stop here** – see note below.

☐ **No – go to Q5**



You **need to** apply for CTP insurance for your distress and have your claim **assessed and finalised**. It's best to do this before you submit this application. If you have already done this, **go to Q4a**

Q4a Has your CTP claim been assessed and finalised?

☐ **Yes – provide details below**

If yes, what is your claim reference number?

If yes, when was your claim finalised?

☐ **No – see note below**



You can continue completing this form but we may need to defer assessing it until after the CTP claim is finalised.

Go to Q5

Q5 What do you want to claim?

If your relative died by homicide, that was committed in Queensland, you can apply for:

» a distress payment

and/or

» help to pay for recovery expenses

Q5a Would you like to claim a distress payment?



A **distress payment** is a one-off lump sum payment to recognise the harm you have suffered. Each related victim may receive up to \$10,000.

☐ **Yes – go to Q6a**

☐ **No – go to Q6a**

Section 2: Crime details

We understand you may not be able to provide answers to some of the questions in this section. Feel free to tell us as much or as little as you can. It's okay to leave some dates and details blank. The dates and details help us search for police or court records.

Q6 About the person who died

Q6a Their details

Their name

Their date of birth

When did they die or when did police first talk to you (or your family)?

If relevant, when did the Coroner's Court determine cause of death?

Go to Q6b

Q6b Police report details (if known)

Police reference number

Police station

Go to Q6c

Q6c Who committed the crime (optional)?

Offender name

Date of birth

Offender name

Date of birth

Go to Q6d

Q6d Extension of time (if required)

Our rules say you need to apply for assistance within **3 years** of the date of death (**or within 3 years of being told about the death**) but you can ask for an extension of time if needed. We just need to know the reason for the delay. Please tell us why you couldn't apply sooner.

Go to Q7

Section 3: Applicant details

In most cases, the person making this application needs to be over 18. They will need to provide identity document(s) – see **Prove your identity** (at the end of this form) for a full list of approved identity documents.



The name you use in this form should match the name used on your ID – (e.g. if you call yourself Bill but the name on your ID is William, you need to write William on this form).

If you're a parent, guardian or other authorised person who is completing this application for someone else - you need to provide **your** ID documents.

If, for any reason, you (or your parent or guardian) can't fill in and/or sign this form or provide any identity documents, call **Victim Assist Queensland, 1300 546 587** (9:00am-4:30pm, Monday – Friday, excluding public holidays) and ask Victim Assist Queensland for permission to have someone else fill in the form for you.

Q7 Your situation

Who is making this application?

- ☐ Yourself (the related victim) – complete **Q8**
- ☐ A parent or guardian of a related victim who is under 18 – **complete Q8 and Q9**. Include the child's name in **Q23a** and your name in **Q23b**
 -  » **Also**, attach a photocopy of a document confirming you're the child's parent or guardian (e.g. the child's birth certificate, family Medicare card, other parenting document or court order).
- ☐ A legal guardian or other person authorised to act on behalf of the related victim – **complete Q8 and Q9**. Include the related victim's name in **Q23a** and your name in **Q23b**
 -  » **Also**, attach a photocopy of a document confirming your authority to act on their behalf.
- ☐ Another adult who has Victim Assist Queensland's permission to complete the application for the related victim.
 - » **Also, tell us the date we gave you permission below**, then **complete Q8 and Q9**. Include the related victim's name in **Q23a** and your name in **Q23b**

Date permission was given

Q8 The related victim's details

The related victim's full name (as it is written on your ID)

Other names used

Date of birth

Gender you identify as (**optional**)

- ☐ female
- ☐ male
- ☐ non-binary
- ☐ prefer not to say

Cultural background – tick any that apply (**optional**)

- ☐ Aboriginal
- ☐ Torres Strait Islander
- ☐ Aboriginal and Torres Strait Islander
- ☐ other Australian
- ☐ another culture

Would you like to use an interpreter? Specify language

Go to Q8a

Q8a The related victim's situation

Did any of the violence happen in the home you're still living in? ☐ **Yes** ☐ **No**

Are you currently homeless or living in emergency accommodation? ☐ **Yes** ☐ **No**

Do you have a disability or special need you would like us to know about? ☐ **Yes** ☐ **No**

» **If yes**, tell us what you need (if anything) below so we can adjust to meet your needs. For example, it's helpful to know if you have trouble reading, hearing, seeing, remembering or understanding English.

If you are completing this application for yourself – **go to Q10**

Q9 Your details (if you are not the related victim mentioned in Q8)

This section is only for the parent/guardian of a child and/or people who are authorised to act on behalf of the relative. Lawyers representing a related victim and support workers don't use this section. You can add your details to **Q12**.

Your full name (as it is written on your ID)

Other names used

Your date of birth

Your authority to act on behalf of the related victim

- ☐ Parent
- ☐ Legal guardian appointed by a court
- ☐ Financial administrator
- ☐ Enduring power of attorney
- ☐ Authorised by the Public Trustee of Queensland
- ☐ Authorised by the chief executive (child protection) under the *Child Protection Act 1999*
- ☐ Authorised by Victim Assist Queensland

Would you like to use an interpreter? Specify language

Do you have a disability or special need you would like us to know about? ☐ **Yes** ☐ **No**

» **If yes**, tell us what you need (if anything) below so we can adjust to meet your needs. For example, it's helpful to know if you have trouble reading, hearing, seeing, remembering or understanding English.

Go to Q10

Q10 Payment details

If the application is approved, we need to know how to pay the distress payment and pre-paid expenses. Future approved expense payments are generally paid directly to the service provider.

Your payment information is being collected in accordance with the *Victims of Crime Assistance Act 2009*, section 93. We won't disclose or use this information for any other purpose unless we are authorised or required under a law to use it for another reason or disclose it to another entity.

If this application is for a child, or a person who has a financial administrator, we must follow the rules set out in the *Victims of Crime Assistance Act 2009*, section 94. These rules say the distress payment and dependency payment (if relevant) will be held in trust by the Public Trustee of Queensland. Pre-paid expenses can be reimbursed to the person who paid the expenses. Provide this person's details below

If your application is approved, how would you like to receive the money?

☐ direct deposit to an Australian bank – you **must** provide details below then **go to Q13**

» Account name (name of account holder)

» BSB number

» Account number

IMPORTANT! If your **banking details change** after sending in this form, please tell us as soon as possible.

☐ direct deposit to an overseas bank –

» you **must** provide an email address in **Q11** (we will email you and request banking details).

☐ cheque – see note below then, go to **Q11**

» You **must** provide a postal address in **Q11** (we will post the cheque to this address)


IMPORTANT! If your **postal address changes** after sending in this form, please tell us as soon as possible.

Q11 Contact details for the application

We need to be able to contact you (or the person specified in **Q9** if relevant) about this application.

Please provide, **safe ways to write to you** (email and post). We will send the Notice of Decision and other assessment letters (if relevant) to this email or postal address.

Provide your email address (if you have one)

 **Please note, if your email account is supported by an overseas cloud server, your personal information will be sent overseas to the cloud server supporting your email account.**

and

Provide your postal address if you have one. If you are homeless, please provide the City/Suburb you are based in and an email address that you check regularly.

Street address – line 1

Street address – line 2

City/Suburb, State, Postcode

Country – please answer the question below

We usually post letters in a Queensland Government envelope with a Department of Justice and Attorney-General return address. Would you prefer us to use a plain envelope? ☐ **Yes** ☐ **No**

It is also helpful to have, at least **1 safe way to telephone you**. We may need to call you if we need to clarify something quickly.

Your landline number (optional)

or

Your mobile number (optional)

Please answer the question below;

We always call from a private number. Do you want us to SMS you before we call? ☐ **Yes** ☐ **No**

IMPORTANT! If your contact details change after sending in this form, please tell us as soon as possible – **go to Q12**

Q12 Secondary contact person for this application? (optional)

You can provide another contact person if you want to. This person may be a support person who is helping you make this application.

If you **change your mind** after sending in this form, and you don't want this person to be involved, please tell us as soon as possible.

Their full name

» Type of organisation/agency/business

☐ Family

☐ HRT

☐ Lawyer

☐ Government agency

☐ Victim support group

☐ Other

» Organisation/agency/business name (if relevant)

How should we contact them? (You can choose more than 1 option).

Their email address

Their mobile number

Their other phone number

Their postal address

Street address – line 1

Street address – line 2

City/Suburb, State, Postcode

Country

Go to Q12a**Q12a What involvement do you want this person to have in your application?**Do you want this person to be able to **ask** questions about your application? ☐ **Yes** ☐ **No**Do you want this person to be able to **answer** questions about your application? ☐ **Yes** ☐ **No**Do you want this person to **get copies** of the Notice of Decision and other assessment letters? ☐ **Yes** ☐ **No****Go to section 4****Section 4: Claim details****Q13 About declaring other payments****Important notes about declaring other payments**You **must** declare any other money you have received, may receive or can apply for because of this homicide.

- » This includes money from any other person, insurance company, government agency, community fund or other source because of the homicide.

You can be fined if you don't declare a relevant payment. Maximum penalty—100 penalty units.

Q13a Have you already received money from any other source because of the homicide?☐ **Yes** – please answer the questions below then, **go to Q13b** ☐ **No** – go to Q13b

» Who have you received money from?

» How much did you receive? (Total)

» What was the money for?

Q13b Have you been awarded money that you haven't received? (e.g. compensation that hasn't been paid yet)

☐ **Yes** – please answer the questions below then, **go to Q13c**

☐ **No** – go to Q13c

Who are you expecting money from?

How much do you expect to receive?

What was the money awarded for?

Q13c Have you claimed money that hasn't been approved yet or are you planning to claim money from another source?

☐ **Yes** – please answer the questions below then, **go to Q14**

☐ **No** – go to Q14

» Who have you claimed or who will you claim money from?

» What are you claiming money for?

Q14 About claiming recovery expenses



Important notes about claiming expenses

You can only ask us to pay for or reimburse **certain** reasonable recovery expenses (listed below) if they are directly resulted from the homicide.

- » You may claim **medical** and **counselling** expenses, **funeral** expenses, some **legal** expenses, some loss of **earnings** (dependency payment, if relevant) and some other recovery expenses. More details are included under each expense category below.
- » Regardless of your personal circumstances, we **can't** pay for houses or vehicles (purchase, repairs or repainting). **There are no exceptions.**

Every expense must be assessed, and we can't guarantee payment until after the expense has been assessed and approved.

- » If the expense is approved, we will send you a **Notice of Decision** that will tell you what we have agreed to pay for. We may place conditions on the grant. These will also be specified in the Notice of Decision.

Supporting documents (confirming the cost) are required for most expenses.

- » If you have photocopies of receipts and other documents about your expenses, you should send them with this application. This may mean we can assess the expense sooner.
- » If you know what you want but don't have the supporting documents yet – you can still write the expense below. You can send your supporting documents to us later.

You don't have to include all your expenses now. You can add new expenses if they come up later.
More details will be included in the Notice of Decision.

Q14a Do you want to claim recovery expenses?

☐ Yes – go to Q15 ☐ No – go to Q22

Q15 About claiming counselling expenses

You can claim appointments with a trained and registered psychologist, social worker, clinical counsellor or psychotherapist.

- » We can only pay **out of pocket expenses (the gap)** up to the amount specified in the Victim Assist Queensland Table of Costs (available online).
- » You can ask your counsellor to explain what their fees are and how much, if any, you will need to pay yourself. We call this amount **the gap**.

 We will need **supporting documents**.

- » Include photocopies of your treatment plan and any receipts or invoices you have or ask your counsellor to email them to victimassist@justice.qld.gov.au
- » If you're claiming appointments you haven't been to yet, you can ask your counsellor to send your invoice to us after each appointment.

We are a scheme of last resort. This means we **can't** pay for things that can be paid for by:

- » Other government schemes (e.g. Medicare, National Disability Insurance Scheme (NDIS)).
- » Government departments (e.g. Queensland Health, Child Safety, government funded victim support services) these are sometimes called free services because the government provides them.
- » An insurance scheme (e.g. Workers' compensation, health insurance, travel insurance).

Q15a Do you want to claim counselling?

☐ Yes – go to Q15b ☐ No – go to Q16

Q15b What counselling do you want to claim?

Go to Q15c

Q15c Can any of the counselling costs be claimed through Medicare, insurance or another government assistance scheme?

☐ **Yes** – provide details below then, **go to Q15d** ☐ **No** – **go to Q15d**

» If yes, tell us what you can claim (e.g. I have a Medicare mental health treatment plan for counselling)

Q15d Did you, or will you, travel 20 km or more (one way) or 150km over 7 consecutive days to attend counselling appointment(s)?

☐ **Yes** – provide details below then, **go to Q16** ☐ **No** – **go to Q16**

» If yes, tell us about your travel.

» Where did you travel from (start address)?

» Where did you travel to (appointment address)?

If you travelled by car

» How many kilometres you travelled (each way)? **To** **From:**

» Did you have to pay for parking? **If yes** – how much?

 **If travelled another way** (include photocopies of receipts)

» How did you travel (e.g. bus, train, taxi, rideshare, plane or a combination of these)?

» How much was the total fare? **To:** **From:**

Q16 About claiming medical expenses

You can claim:

- » appointments with registered health practitioners
- » medical treatments, diagnostic tests, medications, wound dressings and medical aids that your health practitioner **requires** or **prescribes**
- » medical reports that your health practitioner or claim assessor require.

We can only pay **out of pocket expenses (the gap)** up to the amount specified in the Victim Assist Queensland Table of Costs (available online).

- » You can ask your health practitioner to explain what their fees are and how much, if any, you will need to pay yourself. We call this amount **the gap**.

We will need **supporting documents**.

- » Include photocopies of your treatment plan and any receipts or invoices you have or ask your health practitioner to email them to victimassist@justice.qld.gov.au
- » If you're claiming appointments you haven't been to yet, you can ask your health practitioner to send your invoice to us after each appointment.


We are a scheme of last resort. This means we **can't** pay for things that can be paid for by:

- » Other government schemes (e.g. Medicare, National Disability Insurance Scheme (NDIS), National Injury Insurance Scheme, Queensland (NIISQ), Patient Travel Subsidy Scheme)
- » Government departments (e.g. Queensland Health, Queensland Ambulance Service, Child Safety). These are sometimes called free services because the government provides them.
- » An insurance scheme (e.g. workers compensation, health insurance, travel insurance).

Q16a Do you want to claim medical expenses?

☐ **Yes – go to Q16b** ☐ **No – go to Q17**

Q16b What medical treatment do you want to claim?

 **Reminder** – we can only consider medical expenses that meet the conditions above and directly resulted from the homicide.

Go to Q16c

Q16c Can any of the medical costs be claimed through Medicare, medical insurance or another government assistance scheme?

☐ **Yes** – provide details below then, **go to Q16d** ☐ **No** – go to Q16d

- » If yes, tell us what you can claim (e.g. I have a Medicare plan for 4 sessions with a registered Aboriginal and Torres Strait Islander Health Practitioner).

Q16d Did you, or will you, travel 20 km or more (one way) or 150km over 7 consecutive days to attend medical appointment(s)?

☐ **Yes** – provide details below then, **go to Q17** ☐ **No** – **go to Q17**

If yes, tell us about your travel.

» Where did you travel from (start address)?

» Where did you travel to (appointment address)?

If you travelled by car

» How many kilometres you travelled (each way)? **To:** **From:**

» Did you have to pay for parking? **If yes** – how much?



If travelled another way (include photocopies of receipts)

» How did you travel (e.g. bus, train, taxi, rideshare, plane or a combination of these)?

» How much was the total fare? **To:** **From:**

Q17 About claiming funeral expenses

We may be able to pay up to \$8,000 for funeral expenses.

We may be able pay for some additional costs under, **Other recovery expenses** (later in this form).

Q17a Did you have to pay for all or part of the funeral?

☐ **Yes** – **go to Q17b** ☐ **No** – see note below then, **go to Q18**



If someone else paid for the funeral, they can claim costs using the Funeral expenses application form (available online).

Q17b What did you pay for and how much did you pay?



Please provide a photocopy of the itemised invoice/receipt from the funeral provider.

Go to Q18

Q18 About claiming legal expenses

We may be able to pay for some legal expenses.

You can apply for up to \$500 (total) to pay for:	You can't apply for:
<ul style="list-style-type: none"> » getting advice from a legal practitioner about applying for financial assistance » completing an application form (which includes providing supporting evidence) » legal representation for your application (asking a lawyer to make a submission on your behalf). 	<ul style="list-style-type: none"> » any other legal fees

Q18a Do you want to claim legal expenses?



☐ **Yes** – attach an itemised invoice then, **go to Q19** ☐ **No** – **go to Q19**

Q19 About claiming other recovery expenses

In exceptional circumstances, you can claim **some** other recovery expenses. They must be:

- » directly linked to the homicide

and

- » significantly help your recovery.

We may not be able to cover the full cost.

- » There are maximum limits on most items. These are specified in **Claiming other recovery expenses** (at the end of this form).

We can't guarantee payment until after this assessment has been done.

- » Each expense must be evaluated. If the expense is approved, we will send you a Notice of Decision informing you of the amount we have agreed to pay.
- » We may place conditions on the grant. These will also be specified in the Notice of Decision.

Supporting documents (confirming the cost) are required for most expenses.



- » If you have photocopies of receipts and other documents about your expenses, you should send them with this application. This may mean we can assess the expense sooner.
- » If you know what you want but don't have the supporting documents yet – you can still write the expense below. You can send your supporting documents to us later.

We are a scheme of last resort. This means we **can't** pay for things that can be:

- » paid for by other government schemes or departments (e.g. Escaping violence payments, Public Housing, Queensland Police Service, Queensland Courts)
- » covered under an insurance (e.g. homeowners insurance).

Standard expenses we <u>can</u> consider:	We <u>never</u> pay for:
<ul style="list-style-type: none"> » Additional costs associated with funerals and memorials (repatriating the deceased person for funeral, cremation or burial purposes and/or the purchase of an urn, wall memorial, plaque and tombstone) » Crime scene cleaning (special forensic cleaning that is done for hygiene reasons) » Cultural recovery expenses for return to country, cleansing ceremonies, travel for elders to provide cultural support or conduct ceremonies, therapeutic workshops (Aboriginal or Torres Strait Islander victims only) » Emergency accommodation (up to 3 months) » Personal security devices (duress alarm or a basic Internet capable mobile phone only) » Relocation expenses if you needed to move for recovery or safety reasons. This can include moving and/or storing your belongings, and travel costs for household members (people and pets). » Remote funeral costs if the funeral is held in a remote community – for expenses that are not invoiced through a traditional funeral provider, such as venue hire and travel expenses for officiating persons (related victims living in Queensland Outback or on islands not connected to mainland by road only). » Security expenses for safety or recovery reasons (lighting, screens, doors, alarms, cameras, locks and repairs to re-establish security only) » Special travel to make applications, purchase approved goods and access services (related victims living in Queensland outback or on islands not connected to the mainland by road only). » Some other expenses – See Claiming other recovery expenses (at the end of this form) 	<ul style="list-style-type: none"> » animals (the purchase, training and/or upkeep of protection animals, therapy animals, companion animals or pets) » housing (e.g. purchase costs, mortgage payments, bond) or rent other than for emergency accommodation » vehicles (purchase, replacement, repairs or repainting) » replacement of stolen property, general home or business repairs, costs to repair vandalism » everyday living expenses such as food, utility bills, school fees or club and gym memberships » holidays and retreats.

Q19a Do you want to claim other recovery expenses?

☐ Yes – go to Q19b ☐ No – go to Q20

Q19b What are you requesting payment for and why do you need it?

Go to Q19c

Q19c Supporting information



If you have photocopies of receipts, invoices or formal quotes:

- » send them with this application.

If you don't know the exact cost yet:

- » please tell us the approximate cost of the goods or services.

Go to Q20

Q20 About claiming a dependency payment

You may be able to claim a dependency payment (up to \$20,000 per dependant) if you were a financial dependant of the deceased person. For us, **financial dependant means:**

- » a person who was (or would have been) **entirely** or **substantially** dependent on the deceased person's income at the time of their death.

You may have been their partner, child (born or unborn) or another type of dependant.

You will need to provide several supporting documents. See **Q20a** for details.

Q20a Were you (or would have been) entirely or substantially dependent on the deceased person's income at the time of their death.

- ☐ **Yes – go to Q20b** ☐ **No – go to Q21**

Q20b Do you want to claim a dependency payment?

- ☐ **Yes – go to note below** ☐ **No – go to Q21**

Supporting documents about financial dependence

We want to reassure you that we **only** use income information to assess the dependency payment. We won't use it for other purposes or share it with anyone unless the law authorises or requires it to be used for another purpose or disclosed to another entity.



If you have the documents on hand, it helps to attach them to this application. This may mean we can assess the dependency payment sooner. If you don't have what you need right now, you can still apply for a dependency payment now. You can send supporting documents later.

We will need:

- » documents confirming you were entirely or substantially dependent on the deceased to support you financially
- » documents confirming the amount of financial support you were likely to receive in the 2 years after the death of the person.

This could include one or more of the following:

- » documents showing your relationship to the deceased (e.g. birth certificate)
- » proof of joint bank accounts or shared household bills
- » bank statements showing regular payments from the deceased person
- » Centrelink or child support documents
- » tax returns for yourself and the deceased person
- » evidence of expenses the deceased paid for you (e.g. receipts for school fees, uniforms)
- » bank statements or receipts that show the deceased person regularly paid expenses for you (e.g. school fees, sports club fees)
- » other documents that show financial dependence.

If relevant, also provide:

- » information about any other income or financial assistance you received because of the death of the person (compensation or insurance settlements).

Go to Q21

Q21 About claiming urgent expenses

Due to the high number of applications we receive, we can't predict when a decision will be made about your recovery expenses.

In very limited circumstances, we may be able to prioritise the assessment of an application.

This only happens if you need financial assistance for a serious, urgent health or safety expense and/or funeral expenses (if relevant – **see Q17, Q21a, or Q21b**).

We need you to tell us what expenses (if any) are urgent and why they are urgent.

Q21a Do you have a serious, urgent health expense?

☐ **Yes** – complete the information below then, **go to Q21b** ☐ **No** – **go to Q21b**

- » If yes, please tell us what expenses (if any) are urgent **and** why they are urgent.

Q21b Do you have a serious, urgent safety expense?

☐ Yes – complete the information below then, **go to Q22** ☐ No – **go to Q22**

» If yes, please tell us what expenses (if any) are urgent **and** why they are urgent.

Section 5: Finishing your form

Proof of identity

You **must** attach a photocopy of **at least** 1 identity document.

» See the **Prove your identity** section (at the end of this form).

Q22 What identity document(s) have you attached (e.g. Driver's licence)?

Go to, and carefully read, the Privacy notice

Privacy notice

PLEASE READ CAREFULLY

This statement (below) tells you what we will do with your personal information and who we can share it with.

The Department of Justice and Attorney-General is collecting your personal information to assess your application for financial assistance in accordance with the *Victims of Crime Assistance Act 2009*.

To assess your application, we may need to disclose relevant personal information with and receive relevant claim information from:

- » Court registrars
- » Goods and services providers identified in the expense section of this application, a supporting document(s) provided with this application, or a supporting document submitted at a later date
- » High Risk Team members (domestic violence) under the *Domestic and Family Violence Protection Act 2012*
- » Queensland Civil and Administrative Tribunal (QCAT)
- » The chief executive (child protection) under the *Child Protection Act 1999*
- » The chief executive (corrective services) under the *Corrective Services Act 2006*
- » The insurance commissioner under the *Motor Accident Insurance Act 1994*
- » The National Injury Insurance Scheme Queensland chief executive officer
- » The police commissioner
- » The Registry of Births, Deaths and Marriages
- » The State Penalties Enforcement Registry (SPER) registrar under the *State Penalties Enforcement Act 1999*
- » The chief executive (transport) under the *Transport Operations (Road Use Management) Act 1995*
- » A Workers' Compensation chief executive officer of a workers' compensation Authority or WorkCover under the *Workers' Compensation and Rehabilitation Act 2003*
- » Your health practitioners.

De-identified statistical data may be used for research purposes. DJAG will not use your personal information for any purpose other than assessing your claim for financial assistance unless we are authorised or required under a law to use the information for another purpose.

DJAG will also not disclose your personal information to any person or entity other than those noted in this privacy statement unless it is authorised or required under a law to disclose the information to another person or entity. Your personal information will be managed in accordance with *Victims of Crime Assistance Act 2009* and the *Information Privacy Act 2009*.

Go to Finishing your form – Step 1

You **must** complete **Finishing your form - Step 1 and Step 2**.

We can't process this application if these sections aren't **completed in full and signed**.

Finishing your form – Step 1:

You must tick each of the 3 boxes below to confirm you have read and agree with each statement

☐ I have:

» **read** and **understood** the privacy statement; **and**

» I **consent** to Victim Assist Queensland disclosing **relevant** personal information with and receiving **relevant** claim information from the authorities/persons/entities specified in the **Privacy notice** (above).

☐ I **understand** it is an offence under the *Victims of Crime Assistance Act 2009* to:

» answer a question falsely and/or to provide false or misleading supporting documents

» not tell Victim Assist Queensland about **any other payments** I have received, because of the homicide referenced in this form **and** to not tell them (within **28** days) if I receive a relevant payment after submitting this form

» I may be fined up to 100 penalty units if I am not truthful and/or up to 100 penalty units if I don't declare a relevant payment.

☐ I **confirm** that:

» All information I have provided is, to the best of my knowledge, true and not misleading.

» I will tell Victim Assist Queensland if my circumstances change, or if I become aware of any matter that would make the information in this form false or misleading.

» I have declared other payments (if any) and I will tell Victim Assist Queensland (within **28** days) if I receive money from another source because of the homicide **after** submitting this application.

Go to Finishing your form – **Step 2**

Finishing your form - Step 2:

You must add relevant names below and sign the form.

Q23a Who is the related victim (this is the person named in Q8)?

Go to Q23b

Q23b If relevant, who is the person acting on behalf of the related victim (this is the person named in Q9)?

An **adult** (the person named in **Q8**, or **Q9** if relevant) must sign the form. A child can only sign their own form if they are over 12 years old and they have a **lawyer** representing them and helping them.

Your signature: SIGN HERE _____

Date:

FINISHED

Post or email this application form and photocopies of supporting documents to:


Victim Assist Queensland
GPO Box 149, BRISBANE QLD 4001
victimassist@justice.qld.gov.au

Extra information you may need

Claiming other recovery expenses (Maximum \$ limits apply for the following items.)

Emergency accommodation	» We may be able to repay the cost of up to 3 months emergency accommodation (up to \$200 per night) if it isn't safe for you to live in your usual home because of the violence.	
Relocation expenses	» We may be able to repay up to \$5,000 (total) towards the cost of: removalist expenses (e.g. hiring professional removalists or hiring vehicles); travel costs (e.g. a cents-per-kilometre amount if driving, airfares, pet transport); and/or up to 6 months storage.	
Security expenses	» We may be able to repay up to \$5,000 (total) towards the cost of: motion sensor lights; security screens and doors; security alarm systems and cameras and/or repairs to re-establish the security of your home (e.g. new locks, repairing doors or windows). » If upgrading home or business security, the property owner needs to pre-approve upgrades before you apply.	
Personal security	» We may be able to pay for a personal duress alarm (sometimes called a pendant alarm); or up to \$300 towards a basic internet-capable phone so you can call for help if needed. » We can't pay any monitoring fees, service fees or phone bills.	
Essential furniture, appliances, and household items	» If you need to move to a new house because of the violence and it isn't safe for you to go back for your belongings, we may be able to pay to replace certain household items. We may be able to pay for new home necessities for you and your children/dependants who live with you, up to the values below.	
	» If you were a victim of a sexual offence in your home, we may be able to pay to replace furniture and linen where the act of violence happened, up to the values below.	
	» If you were a victim of a violent offence in your home, we may be able to replace soft furnishings that were damaged by body fluids or other hazardous liquids and can't be safely cleaned, up to the values below.	
	Item	Maximum \$ amount
	Fridge	\$1,000 (per household)
	Washing machine	\$1,000 (per household - one person), or \$1,300 (per household - families)
	Television	\$1,000 (per household)
	Vacuum cleaner	\$250 (per household)
	Toaster and kettle	\$250 (per household)
	Microwave	\$250 (per household)
	Lounge suite / Sofa	\$1,500 (per household)
	Bed and mattress (1 per person)	\$2,700 (Queen); \$1,000 (Single); \$1,650 (Bunks); \$500 (Cot)
	Dining table and chairs	\$1,500 (per household)
	Desk and chair	\$400 (per household)
	Furniture to store clothing and belongings	\$350 (per adult); \$250 (per child)
	Linen (bedding and towels)	\$400 (per adult); \$250 (per child)
	Equipment for cooking and serving food (e.g. pots and pans; dinner sets, glassware, cutlery)	\$600 (per household)
	Delivery costs can also be considered for any of the above items.	

Prove your identity

 You need to provide proof of your identity. If you're a parent, guardian or other pre-approved adult completing the form on behalf of the victim, please attach a photocopy of **your** identity document(s).

List A Provide (1) document from this list. If you don't have 1 of these documents, go to List B	List B If you don't have a list A document: provide (2) documents from this list.
<ul style="list-style-type: none"> » Australian Birth Certificate (full) or overseas equivalent » Australian Citizenship Certificate or Naturalisation Certificate » Australian Drivers License with Photo ID (current or expired less than 2 years) or overseas equivalent: » a copy of the front and back of the license » Australian firearms license: <ul style="list-style-type: none"> » a copy of the original (first) license and the current license » Australian or Foreign Passport (current or expired less than 2 years): » a copy of the page with your photo on it » Commonwealth or state public service ID card with photo and signature (current, not expired) » <u>Queensland photo identification card</u> (formerly called Proof of Age card) or interstate/overseas equivalent » Record of immigration status (certificate of evidence of resident status) » Travel documents and current Australian Visa. 	<ul style="list-style-type: none"> Australian Exam Report (persons under 16 years of age only) Australian Record of Achievement (persons under 16 years of age only) Australian Secondary School Exam Certificate (persons under 16 years of age only) Australian Medicare card A marriage certificate issued by a Registry of Births, Deaths and Marriages Bank account card (EFTPOS card) or credit card with signature and embossed name, a bank passbook, or bank statement Centrelink or Department of Veterans Affairs Card Change of Name Certificate Council rates notices Letter from employer (current or within last 2 years) a reference, payslip, leave advice or a letter that has your name on it Security guard/crowd control license (Australian issued) Tertiary ID card (less than one year old and issued by an Australian university only).
If, for some reason, you can't provide these documents, call Victim Assist Queensland, 1300 546 587 (9:00-4:30, Monday – Friday, excluding public holidays).	

Providing information about your medical needs (if you're claiming medical expenses)

We need to know the details of your medical needs and confirm their cause. We can only consider medical needs that were a direct result of the homicide.

We can get the below information for you. We will get this directly from the relevant agency.	Depending on your circumstances, you may need to provide photocopies of the following documents.
<ul style="list-style-type: none"> » If you had injuries at the time of the violence, we may get this information from Queensland Police Service. » If you were treated by a paramedic, we may get this information from Queensland Ambulance Service. » If you went to a Queensland Health service (e.g. an emergency department or sexual assault clinic), we may get this information from Queensland Health. 	<ul style="list-style-type: none"> » If the violence was investigated by Child Safety, you can ask them for a copy of this information. » If you reported your injuries to a doctor, counsellor, psychologist, social worker or domestic violence support worker, they may be able to provide one of the following (available online): <ul style="list-style-type: none"> » Victim Assist medical certificate » Victim Assist comprehensive clinical report » Victim Assist health practitioner examination report » Victim Assist special primary victim report » a letter or other medical record.