

Department of Justice Supreme District & Land Courts Services Queensland Intermediary Scheme

Application form

The Department of Justice (DoJ), in response to recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse, has established an intermediary scheme to assist witnesses in child sexual offence investigations and prosecutions to give their best evidence. Their role is to facilitate communication between the witness and police and/or the witness and courts. Intermediaries are not advocates, expert witnesses, legal advisors or language interpreters, but are independent officers of the court.

Intermediaries are involved in both police investigations and at court. They will be required to act in emotionally challenging cases involving child sexual offences.

Given the potentially distressing nature of cases requiring an intermediary, potential candidates who have serious reservations about being involved in such cases should consider whether to apply.

Panel members may be asked at short notice to assist a witness as the police or prosecution require an assessment, and sometimes interview, to be carried out as soon as possible. Panel members will be required to be flexible and organised in order to meet these time commitments. Some evening and weekend work may be required.

The scheme operates in two locations (Brisbane and Cairns).

The scheme applies to any witness in the prosecution of child sexual offences who:

- is under 16 years, or
- is a person with an impairment of the mind, or
- has difficulty communicating.

DoJ will appoint intermediaries to an intermediary panel. To be appointed to the panel an intermediary must have:

- Degree in Speech Pathology, Social Work, Psychology or Occupational Therapy, and
- Successfully completed training, and
- Post-qualification experience in working with clients with a range of communication needs.

APPLICANT DETAILS

Name	
Company Name	
ABN	
Address	
Phone	
Email	
Service Location (circle choice)	Brisbane Cairns
Ethical Supplier Threshold	Ethical Supplier Threshold must be completed in ATTACHMENT 1

MANDATORY EVALUATION CRITERIA (Please tick the boxes to indicate your compliance)

- ☐ Agree to a national Criminal History Check
- ☐ Agree to Scheme Rules - Witness Intermediary Scheme for Qualified Communication Specialists
- ☐ Evidence of Relevant Degree to Service Category
- ☐ Evidence of Professional Accreditation and Relevant Insurance: (one application per service category)
 - ☐ Speech Pathologist - Hold or be eligible to hold membership to Speech Pathology Australia
 - ☐ Occupational Therapist - Hold or be eligible to hold membership to the Australian Health Practitioner Regulation Agency
 - ☐ Psychologist - Hold or be eligible to hold membership to the Australian Health Practitioner Regulation Agency
 - ☐ Social Worker - Hold or be eligible to hold membership to the Australian Association of Social Workers.
- ☐ Hold a current Blue Card
- ☐ Agree to attend training relevant to the role of the intermediary (no payment applicable)
- ☐ Completion of Ethical Supplier Threshold Document

Failure to agree to the mandatory criteria will result in your application being set aside.



RATES

Applicants will be remunerated at the rates outlined below for engagements in the Brisbane Metropolitan Area and Cairns. Map areas are outlined in documents labelled "[Brisbane Map](#)" and "[Cairns Map](#)".

Activity	Payment	Maximum payment (ex-GST)
<i>Provision of services</i>		
• Witness assessment	\$200/hr	\$400
• Attendance at police interview	\$200/hr	\$1200
• Viewing a police interview	\$200/hr	\$1200
• Attendance at directions hearing	\$200/hr	\$800
• Attendance at evidence hearing	\$200/hr	\$1200/day
• Attendance at trial	\$200/hr	\$1200/day
• Other (e.g., Attendance at police station to assist a witness in reviewing their typed witness statement)	\$200/hr	\$1200
• Prepare written preliminary report for QPS (maximum 2 hours)	\$200/hr	\$400
• Court Report	\$800/report	\$800
<i>Travel Reimbursement</i>	Per PSC directive or through ATO (Australian Tax Office)	
<i>Cancellation fees</i>		
• Cancellation made within 24 hours of a scheduled police interview or witness assessment	\$200	\$200
• Cancellation made within 24 hours of a scheduled directions hearings	\$200	\$200
• Cancellation made within 24 hours of a scheduled court day where a witness gives evidence	\$400	\$400



RESPONSE TO QUALITATIVE EVALUATION CRITERIA

Evaluation Criteria 1

Demonstrate your ability and experience in conducting assessments to accurately and rapidly assess a child or vulnerable adult's receptive and expressive communication needs.

(Maximum length: one page)



Evaluation Criteria 2

Demonstrate your practical ability and experience in utilising professional skills to facilitate communication between a child or vulnerable adult and another party. [\(Maximum length: one page\)](#)



Evaluation Criteria 3

Demonstrate your ability and experience in developing strategies to enable people with a range of different professions (may include health workers, police and lawyers) and abilities to understand and communicate with children and vulnerable adults. [\(Maximum length: one page\)](#)



Evaluation Criteria 4

Demonstrate your ability and experience in writing comprehensive reports on a child or vulnerable adult's communication needs, tailoring information in a way that makes it accessible to all parties.

(Maximum length: one page – DO NOT APPEND ENTIRE REPORTS)



DECLARATION

I state that the information in this application is to the best of my knowledge true and correct and I acknowledge that the Department of Justice may undertake enquiries in relation to any material supplied in the application.

Checklist of documentation that must be submitted with this application.

- ☐ A copy of my CV
- ☐ Scanned PDF of my Relevant Degree to Service Category; Evidence of my Professional Accreditation (choose one)
 - ☐ Speech Pathologist - Hold or be eligible to hold membership to Speech Pathology Australia
 - ☐ Occupational Therapist - Hold or be eligible to hold membership to the Australian Health Practitioner Regulation Agency
 - ☐ Psychologist - Hold or be eligible to hold membership to the Australian Health Practitioner Regulation Agency
 - ☐ Social Worker - Hold or be eligible to hold membership to the Australian Association of Social Workers.
- ☐ A scan of my current Blue Card
- ☐ A copy of my Driver's License
- ☐ Evidence of Insurance
- ☐ Completion of Ethical Supplier Threshold Document attached.

Signature of applicant:

Date:

Applications must be submitted to: intermediaryscheme@justice.qld.gov.au



ATTACHMENT 1 – ETHICAL SUPPLIER THRESHOLD

Name:

Date:

From 1 August 2019, all Suppliers engaged by a Queensland government agency must comply with the Ethical Supplier Threshold in order to be considered for tender processes. Suppliers can find out more information about the Ethical Supplier Threshold on the Queensland Government Procurement website .	
It is a mandatory criteria that the supplier must comply with the Ethical Supplier Threshold.	
After 1 August 2019, has the supplier (circle as appropriate):	
• contravened a civil remedy provision of Chapter 2 or Chapter 3 of the Fair Work Act 2009 (Cth), or committed an offence against the Fair Work Act?	Yes No
• contravened a civil remedy provision of Chapter 2, 3, 4, 5, or 7 of the Industrial Relations Act 2016, or committed an offence against the Industrial Relations Act, or failed to pay employment related levies, or other payments, established under Queensland legislation?	Yes No
• failed to make superannuation contributions on behalf of employees in accordance with law?	Yes No
• purported to treat employees as independent contractors, where they are not?	Yes No
• required persons who would otherwise be employees to provide an Australian Business Number so that they could be treated as independent contractors?	Yes No
• engaged persons on unpaid work trials or as unpaid interns, where they should be treated as employees?	Yes No
• entered into an arrangement for the provision of labour hire services with a person who is not licensed under the Labour Hire Licensing Act 2017, or a supplier who is an unlicensed provider under the Act?	Yes No
• paid employees' wages below those provided for in an applicable modern award?	Yes No

