

'Closure – Insufficient Information' Email

Dear «SendToTitle» «SendToSurname»

IRO has not received your response to our request for information. Your application for funding therefore cannot be considered.

In accordance with the [ILARS Funding Guidelines](#) our file has been closed.

Please submit a new application once all the information has been obtained.

Kind regards

«CurrentUserFirstnameSurname»

«CurrentUserPosition»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010

d. «CurrentUserJobTitle» | ph. 13 94 76 | ILARSALmail@iro.nsw.gov.au

www.iro.nsw.gov.au

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'NRTC Referral Notification' Email

Dear «SendToTitle» «SendToSurname»

Thank you for your request for funding.

In accordance with clause 1.6 of the [ILARS Funding Guidelines](#) I will have our Solutions team make enquiries of the insurer regarding any opportunities for early resolution and to obtain a response to your client's claim.

I will be in touch with you again shortly.

Please do not hesitate to contact me if you have any questions.

Kind regards

«CurrentUserFirstnameSurname»

«CurrentUserPosition»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010

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'Solutions Referral – Approved Lawyer Notification' Email

Dear «SendToTitle» «SendToSurname»

Thank you for your request for funding.

It appears this matter may benefit from a referral to our Solutions team for potential early resolution. In accordance with clause 1.6 of the [ILARS Funding Guidelines](#) I have referred this matter to our Solutions team to contact the insurer for possible early intervention.

Please await notification of the response in due course and do not hesitate to contact our office if you have any questions or concerns in the meantime.

Kind regards

«CurrentUserFirstnameSurname»

«CurrentUserPosition»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010

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'Stage 1 – Request further Information' Email

Dear «SendToTitle» «SendToSurname»

Thank you for your request for funding.

Further information is required to assess your application in accordance with the [ILARS Funding Guidelines](#).

Please provide your information within 20 business days. Funding will be further assessed upon receipt of your response.

Please note that failure to provide the information requested will result in the closure of the matter.

Once the request is closed, should you wish to pursue the matter further, a fresh request for funding with the attached supporting material noted above will be required.

Kind regards

«CurrentUserFirstnameSurname»

«CurrentUserPosition»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010

d. «CurrentUserJobTitle» | ph. 13 94 76 | ILARSALmail@iro.nsw.gov.au

www.iro.nsw.gov.au

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'Stage 1 Approval – No Conditions' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 1

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your application for funding.

Approval of funding

Stage 1 funding is approved for you to conduct early enquiries and provide comprehensive legal advice about your client's rights and entitlements to statutory compensation benefits for any injury sustained in the course of employment.

Funding is approved in accordance with the [ILARS Funding Guidelines](#).

Disbursements

You may incur disbursements as set out in clause 3.1.5 of the [ILARS Funding Guidelines](#). Please also refer to clause 4.2.3.1 for the amounts payable in respect of disbursements for which SIRA has fixed a fee.

Extension of funding

Should you intend to proceed with investigations to pursue a claim or dispute a decision about a claim or any aspect of a claim, please provide a request for an extension of funding by email including an explanation or short reasons and any evidence or material available which supports the request to extend funding.

Please refer to the [ILARS Funding Guidelines](#) for further information.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Stage 1 Approval Stage 1 fees paid to alternative Approved Lawyer’ Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 1 | Clause 3.1.2.2 applies

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your request for funding.

Please be advised that Stage 1 professional fees have previously been paid to another Approved Lawyer to advise the worker regarding the issues set out in your funding application.

Generally, a subsequent Approved Lawyer will not be entitled to any professional fees for Stage 1 work, where Stage 1 fees have already been paid to the original Approved Lawyer (clause 3.1.2.2 of the [ILARS Funding Guidelines](#)).

Where, as a result of the assistance provided by you, the grant proceeds to further stages, an assessment of the professional fees payable to you will be made upon resolution of the matter or cessation of your instructions. Professional fees previously paid by IRO will generally be deducted from the professional fees payable at the closure of the grant.

Disbursements

You may incur disbursements as set out in clause 3.1.5 of the [ILARS Funding Guidelines](#). Please also refer to clause 4.2.3.1 for the amounts payable in respect of disbursements for which SIRA has fixed a fee.

Extension of funding

Should you intend to proceed with investigations to pursue a claim or dispute a decision about a claim or any aspect of a claim, please provide a request for an extension of funding by email including an explanation or short reasons and any evidence or material available which supports the request to extend funding.

Please refer to the [ILARS Funding Guidelines](#) for further information.

Legal costs

IRO will assess professional fees at the conclusion of the matter in accordance with the [ILARS Funding Guidelines](#).

In these circumstances, please submit your tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 1 Approval Apportionment of Fees Required' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 1 | Clause 2.9.2

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your application for funding.

Approval of funding

Stage 1 funding is approved for you to conduct early enquiries and provide comprehensive legal advice about your client's rights and entitlements to statutory compensation benefits for any injury sustained in the course of employment.

Funding is approved in accordance with the [ILARS Funding Guidelines](#).

Existing grant with another Approved Lawyer - Apportionment of professional fees required

IRO has an existing grant of funding with another Approved Lawyer. In accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#), generally the total professional fees paid to both Approved Lawyers will not exceed the amount that would have been paid had the worker instructed only one Approved Lawyer. Where there is a change of legal representation, the Approved Lawyers should attempt to agree on the apportionment of professional fees in accordance with the [ILARS Funding Guidelines](#). Where an agreement is reached, the professional fees will be apportioned in accordance with the agreement unless there are exceptional circumstances. If you are aware of the identity of the other Approved Lawyer, please attempt to reach an agreement on the apportionment of professional fees and advise IRO of the outcome before 20 business days or provide IRO with your submissions and any supporting material on apportionment of professional fees.

If an agreement cannot be reached, IRO will assess the professional fees payable to each Approved Lawyer at the conclusion of the 20 day period.

If you are not aware of the identity of the other Approved Lawyer, please advise IRO.

Disbursements

You may incur disbursements as set out in clause 3.1.5 of the [ILARS Funding Guidelines](#). Please also refer to clause 4.2.3.1 for the amounts payable in respect of disbursements for which SIRA has fixed a fee.

Extension of funding

Should you intend to proceed with investigations to pursue a claim or dispute a decision about a claim or any aspect of a claim, please request an extension of funding by email including an explanation or short reasons and any evidence or material available which supports the request to extend funding.

Please refer to the [ILARS Funding Guidelines](#) for further information.

Legal costs

Professional fees will be paid in accordance with any apportionment agreement reached pursuant to clause 2.9.2 and the [ILARS Funding Guidelines](#).

In these circumstances, please submit your tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Notify Requirement for Apportionment of Costs – Incoming Approved Lawyer’ Email

Dear «SendToTitle» «SendToSurname»

I refer to your grant of funding.

IRO has an existing grant of funding with another Approved Lawyer. In accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#), generally the total professional fees paid to both Approved Lawyers will not exceed the amount that would have been paid had the worker instructed only one Approved Lawyer. Where there is a change of legal representation, the Approved Lawyers should attempt to agree on the apportionment of professional fees in accordance with the [ILARS Funding Guidelines](#). Where an agreement is reached, the professional fees will be apportioned in accordance with the agreement unless there are exceptional circumstances.

If you are aware of the identity of the other Approved Lawyer, please attempt to reach an agreement on the apportionment of professional fees and advise IRO of the outcome before 20 business days or provide IRO with your submissions and any supporting material on apportionment of professional fees.

If an agreement cannot be reached, IRO will assess the professional fees payable to each Approved Lawyer at the conclusion of the 20 day period.

If you are not aware of the identity of the other Approved Lawyer, please advise IRO.

Kind regards

«CurrentUserFirstnameSurname»

«CurrentUserPosition»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010
d. «CurrentUserJobTitle» | ph. 13 94 76 | ILARSALmail@iro.nsw.gov.au
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‘Notify Requirement for Apportionment of Costs – Existing Approved Lawyer’ Email

Dear «SendToTitle» «SendToSurname»

We have received an application for a grant of funding from another Approved Lawyer in relation to this worker. Can you please advise if you remain instructed. If not, please advise the date your retainer ceased.

In accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#), generally the total professional fees paid to both Approved Lawyers will not exceed the amount that would have been paid had the worker instructed only one Approved Lawyer. Where there is a change of legal representation, the Approved Lawyers should attempt to agree on the apportionment of professional fees in accordance with the ILARS Funding Guidelines. Where an agreement is reached, the professional fees will be apportioned in accordance with the agreement unless there are exceptional circumstances.

If you are aware of the identity of the other Approved Lawyer, please attempt to reach an agreement on the apportionment of professional fees and advise IRO of the outcome before 20 business days or provide IRO with your submissions and any supporting material on apportionment of professional fees.

If an agreement cannot be reached, IRO will assess the professional fees payable to each Approved Lawyer at the conclusion of the 20 day period.

If you are not aware of the identity of the other Approved Lawyer, please advise IRO.

Kind regards

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010
d. «CurrentUserJobTitle» | ph. 13 94 76 | ILARSALmail@iro.nsw.gov.au
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‘Decline – Funding sought relates to Open Grant’ Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

FUNDING DECLINED

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your application for a grant of funding.

Funding declined

IRO’s records indicate you already hold a grant of funding regarding the claim or issues included in your current application.

Please be advised that your current application has been consolidated with your existing grant and we will assess your request for funding in accordance with the [ILARS Funding Guidelines](#).

Review of this decision

You may request a review of this decision by email including any appropriate supporting information.

In your request, please ensure you address one or more of the matters in clause 2.12.1 of the [ILARS Funding Guidelines](#).

The request for review should specifically state why you believe one or more of the circumstances set out below warrant such a review:

- Providing further information that would have impacted on the original decision
- Raising credible doubts about the reasoning used to justify the decision, and/or
- Identifying procedural failings about the way the decision was made or casting doubt on whether the procedure used was fair and appropriate.

The Director ILARS will review the decision and provide a response generally within ten days of receipt of the request.

If you are dissatisfied with the Director’s review decision you may request a further final review from the Independent Review Officer.

Please contact IRO if there are any questions about the decision or review process.

Conditional funding

Alternatively, you may apply for conditional funding. Where funding is approved on a conditional basis, payment of legal costs and disbursements will only be made in the event of a 'successful outcome' in the matter or aspect of the matter which receives conditional funding.

Please refer to clause 2.6 of the [ILARS Funding Guidelines](#) for more information about conditional funding, including the [ILARS Funding Guidelines](#) relevant to assessment of a successful outcome.

Please contact IRO if you would like to discuss this further.

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Decline Worker not Eligible' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

FUNDING DECLINED

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding.

Funding declined

It appears this matter is not eligible for funding in accordance with clauses 1.5 and 2.10 of the [ILARS Funding Guidelines](#), for the reasons set out below

Your request for funding is declined.

Review of this decision

You may request a review of this decision by email including any appropriate supporting information.

In your request, please ensure you address one or more of the matters in clause 2.12.1 of the [ILARS Funding Guidelines](#).

The request for review should specifically state why you believe one or more of the circumstances set out below warrant such a review:

- Providing further information that would have impacted on the original decision
- Raising credible doubts about the reasoning used to justify the decision, and/or
- Identifying procedural failings about the way the decision was made or casting doubt on whether the procedure used was fair and appropriate.

The Director ILARS will review the decision and provide a response generally within ten days of receipt of the request.

If you are dissatisfied with the Director's review decision you may request a further final review from the Independent Review Officer.

Please contact IRO if there are any questions about the decision or review process.

Conditional funding

Alternatively, you may apply for conditional funding. Where funding is approved on a conditional basis, payment of legal costs and disbursements will only be made in the event of a 'successful outcome' in the matter or aspect of the matter which receives conditional funding.

Please refer to clause 2.6 of the [ILARS Funding Guidelines](#) for more information about conditional funding, including the [ILARS Funding Guidelines](#) relevant to assessment of a successful outcome.

Please contact IRO if you would like to discuss this further.

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Decline – Previous Grant' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

FUNDING DECLINED

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding.

Funding declined

IRO has considered your request and **declines to approve funding** in accordance with the [ILARS Funding Guidelines](#).

In accordance with clause 2.13 of the [ILARS Funding Guidelines](#) IRO has complete discretion in relation to funding an application.

In this matter IRO has determined that the claim which is the subject of this application has been previously funded and the grant has been closed. IRO cannot provide multiple grants of funding for the same claims or issues.

Review of this decision

You may request a review of this decision by email including any appropriate supporting information.

In your request, please ensure you address one or more of the matters in clause 2.12.1 of the [ILARS Funding Guidelines](#).

The request for review should specifically state why you believe one or more of the circumstances set out below warrant such a review:

- Providing further information that would have impacted on the original decision
- Raising credible doubts about the reasoning used to justify the decision, and/or
- Identifying procedural failings about the way the decision was made or casting doubt on whether the procedure used was fair and appropriate.

The Director ILARS will review the decision and provide a response generally within ten days of receipt of the request.

If you are dissatisfied with the Director's review decision you may request a further final review from the Independent Review Officer.

Please contact IRO if there are any questions about the decision or review process.

Conditional funding

Alternatively, you may apply for conditional funding. Where funding is approved on a conditional basis, payment of legal costs and disbursements will only be made in the event of a 'successful outcome' in the matter or aspect of the matter which receives conditional funding.

Please refer to clause 2.6 of the [ILARS Funding Guidelines](#) for more information about conditional funding, including the [ILARS Funding Guidelines](#) relevant to assessment of a successful outcome.

Please contact IRO if you would like to discuss this further.

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Stage 2 Approval – No Conditions on Grant’ Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 2

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your request for funding.

Approval of funding

IRO has considered your request and **approves Stage 2 funding** to enable you to investigate and pursue a claim or to dispute a decision about a claim or any aspect of a claim (including resolution of the claim or dispute) *prior to commencement of proceedings* in the Personal Injury Commission (Commission).

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Information

Please keep IRO informed as to the progress of the matter and supply relevant information and evidence as it becomes available or is requested.

Extension of funding

IRO expects that prior to requesting an extension to Stage 3 funding, reasonable steps will have been taken by the Approved Lawyer to achieve early resolution of the claim or dispute with the insurer, including seeking a review, where it is appropriate.

Please provide a request for an extension of funding to the next stage of funding outlining the issues that remain in dispute and addressing the criteria at clause 3.3 of the [ILARS Funding Guidelines](#) if the claim or dispute has not resolved and your client instructs you to proceed to the Commission.

Please refer to the [ILARS Funding Guidelines](#) for the funding principles applicable.

You should request an extension before undertaking any work beyond this stage of funding on behalf of your client.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Stage 2 Approval – Apportionment of Fees Required’ Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 2 | Clause 2.9.2

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

IRO has received your request for Stage 2 funding to assist your client.

Approval of funding

IRO approves Stage 2 funding to enable you to investigate and pursue a claim or to dispute a decision about a claim or any aspect of a claim (including resolution of the claim or dispute) prior to commencement of proceedings in the Personal Injury Commission (Commission).

Existing grant with another Approved Lawyer - Apportionment of professional fees required

IRO has an existing grant of funding with another Approved Lawyer. In accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#), generally the total professional fees paid to both Approved Lawyers will not exceed the amount that would have been paid had the worker instructed only one Approved Lawyer. Where there is a change of legal representation, the Approved Lawyers should attempt to agree on the apportionment of professional fees in accordance with the ILARS Funding Guidelines. Where an agreement is reached, the professional fees will be apportioned in accordance with the agreement unless there are exceptional circumstances. If you are aware of the identity of the other Approved Lawyer, please attempt to reach an agreement on the apportionment of professional fees and advise IRO of the outcome before 20 business days or provide IRO with your submissions and any supporting material on apportionment of professional fees.

If an agreement cannot be reached, IRO will assess the professional fees payable to each Approved Lawyer at the conclusion of the 20 day period.

If you are not aware of the identity of the other Approved Lawyer, please advise IRO.

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Information

Please keep IRO informed as to the progress of the matter and supply relevant information and evidence as it becomes available or is requested.

Extension of funding

IRO expects that prior to requesting an extension to Stage 3 funding, reasonable steps will have been taken by the Approved Lawyer to achieve early resolution of the claim or dispute with the insurer, including seeking a review, where it is appropriate.

Please provide a request for an extension of funding to the next stage of funding outlining the issues that remain in dispute and addressing the criteria at clause 3.3 of the [ILARS Funding Guidelines](#) if the claim or dispute has not resolved and your client instructs you to proceed to the Commission.

Please refer to the [ILARS Funding Guidelines](#) for the funding principles applicable.

You should request an extension before undertaking any work beyond this stage of funding on behalf of your client.

Legal costs

Professional fees will be paid in accordance with any apportionment agreement reached pursuant to clause 2.9.2 and the [ILARS Funding Guidelines](#) on conclusion of the legal relationship or when the final outcome is achieved.

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Stage 2 Fees Approved Stage 1 Fees paid to other Approved Lawyer’ Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF STAGE 2 FEES | STAGE 1 FEES PAID TO PREVIOUS LAWYER

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your request for Stage 2 funding to assist your client.

IRO approves Stage 2 funding.

Please note this worker is the beneficiary of a prior grant of funding in relation to this claim or dispute. In accordance with clause 3.1.2.2 of the [ILARS Funding Guidelines](#), generally where Stage 1 professional fees have been paid to another Approved Lawyer those fees will be deducted from the professional fees payable to the new Approved Lawyer. The final professional fees payable to you will be determined at the conclusion of the grant.

Please contact IRO if you have any questions.

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Information

Please keep IRO informed as to the progress of the matter and supply relevant information and evidence as it becomes available or is requested.

Extension of funding

IRO expects that prior to requesting an extension to Stage 3 funding, reasonable steps will have been taken by the Approved Lawyer to achieve early resolution of the claim or dispute with the insurer, including seeking a review, where it is appropriate.

Please provide a request for an extension of funding to the next stage of funding outlining the issues that remain in dispute and addressing the criteria at clause 3.3 of the [ILARS Funding Guidelines](#) if the claim or dispute has not resolved and your client instructs you to proceed to the Commission.

Please refer to the [ILARS Funding Guidelines](#) for the funding principles applicable.

You should request an extension before undertaking any work beyond this stage of funding on behalf of your client.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 3 Approved Stage 1 Paid' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF STAGE 3 FEES | STAGE 1 FEES PAID TO PREVIOUS LAWYER

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for Stage 3 funding to commence proceedings in the Personal Injury Commission.

IRO approves Stage 3 funding. Please note this grant does not extend to any appeals.

Please note this worker is the beneficiary of a prior grant of funding in relation to this claim or dispute. In accordance with clause 3.1.2.2 of the [ILARS Funding Guidelines](#), generally, where Stage 1 professional fees have been paid to another Approved Lawyer those fees will be deducted from the professional fees payable to the new Approved Lawyer. The final professional fees payable to you will be determined at the conclusion of the grant.

Please contact IRO if you have any questions.

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Information

Please provide IRO with the following information about the proceedings and the listing of the matter, as appropriate:

- The Application (Form 1, Form 2, etc) [without attachments]

- The Timetable
- The Reply lodged by the insurer
- The date and time fixed for the hearing
- Details of the insurer's legal representative
- The name of counsel briefed
- A copy of any Directions issued by the Commission
- A copy of Orders, Certificates or outcome documents including Certificates of Determination, Statement of Reasons, Consent Orders, Elections to Discontinue, Medical Assessment Certificates and Appeal Panel Certificates.

Extension of funding to Stage 4

If an appeal from the determination of the Commission is contemplated or proposed by any party to the proceedings, an **extension of funding** will be required.

Please refer to the [ILARS Funding Guidelines](#) for guidance on what is required and what funding is available.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 2 Approval Hearing Aids and Hearing Loss' Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 2 | Industrial deafness (hearing loss) claim

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your application for funding.

Approval of funding

Stage 2 funding is approved to enable you to investigate and pursue a claim for **lump sum compensation and hearing aids arising from hearing loss** (including resolution of the claim or dispute) *prior to commencement of proceedings* in the Personal Injury Commission (Commission).

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Industrial Deafness \(Hearing Loss\) Claims Practice Guide](#) and the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Information

Please keep IRO informed as to the progress of the matter and supply relevant information and evidence as it becomes available or is requested.

Extension of funding

IRO expects that prior to requesting an extension to Stage 3 funding, reasonable steps will have been taken by the Approved Lawyer to achieve early resolution of the claim or dispute with the insurer, including seeking a review, where it is appropriate.

Please provide a request for an extension of funding to the next stage of funding outlining the issues that remain in dispute and addressing the criteria at clause 3.3 of the [ILARS Funding Guidelines](#) if the claim or dispute has not resolved and your client instructs you to proceed to the Commission.

Please refer to the [ILARS Funding Guidelines](#) for the funding principles applicable.

You should request an extension before undertaking any work beyond this stage of funding on behalf of your client.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 2 Approval – Hearing Aids Only' Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 2 | Industrial deafness (hearing aids)

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «CaseNumber»

Thank you for your application for funding.

Approval of funding

Stage 2 funding is approved to enable you to investigate and pursue a claim for **hearing aids** arising from hearing loss (including resolution of the claim or dispute) *prior to commencement of proceedings* in the Personal Injury Commission (Commission).

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Industrial Deafness \(Hearing Loss\) Claims Practice Guide](#) and the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Information

Please keep IRO informed as to the progress of the matter and supply relevant information and evidence as it becomes available or is requested.

Extension of funding

IRO expects that prior to requesting an extension to Stage 3 funding, reasonable steps will have been taken by the Approved Lawyer to achieve early resolution of the claim or dispute with the insurer, including seeking a review, where it is appropriate.

Please provide a request for an extension of funding to the next stage of funding outlining the issues that remain in dispute and addressing the criteria at clause 3.3 of the [ILARS Funding Guidelines](#) if the claim or dispute has not resolved and your client instructs you to proceed to the Commission.

Please refer to the [ILARS Funding Guidelines](#) for the funding principles applicable.

You should request an extension before undertaking any work beyond this stage of funding on behalf of your client.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Revised Stage 2 Sought, Stage 1 Approved' Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF STAGE 1 FEES | STAGE 2 FUNDING SOUGHT

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for Stage 2 funding.

Please be advised that your request did not provide sufficient information and/or supporting material to enable a grant of Stage 2 funding to be issued.

Therefore Stage 1 funding is approved at this time in accordance with the [ILARS Funding Guidelines](#).

Disbursements

You may incur disbursements as set out in clause 3.1.5 of the [ILARS Funding Guidelines](#). Please also refer to clause 4.2.3.1 for the amounts payable in respect of disbursements for which SIRA has fixed a fee.

Extension of funding

Should you intend to proceed with investigations to pursue a claim or dispute a decision about a claim or any aspect of a claim, please request an extension of funding including an explanation or short reasons and any evidence or material available which supports the request to extend funding.

Please refer to the [ILARS Funding Guidelines](#) for further information.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 3 Approval No Conditions' Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FUNDING | STAGE 3

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to proceed to the Personal Injury Commission (the Commission).

Approval of funding

Stage 3 funding is approved to enable you to commence proceedings in the Commission immediately. Please note this grant does not extend to any appeals.

Disbursements

Disbursements may be incurred when they are reasonably necessary to progress the matter and pre-approval is generally not required.

If you require clarification as to whether a disbursement will be paid by IRO, particularly with respect to briefing counsel, please consult the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement will be paid or reimbursed, or the appropriate amount.

Information

Please provide IRO with the following information about the proceedings and the listing of the matter, as appropriate:

- The Application (Form 1, Form 2, etc) [without attachments]
- The Timetable
- The Reply lodged by the insurer
- The date and time fixed for the hearing
- Details of the insurer's legal representative
- The name of counsel briefed
- A copy of any Directions issued by the Commission

- A copy of Orders, Certificates or outcome documents including Certificates of Determination, Statement of Reasons, Consent Orders, Elections to Discontinue, Medical Assessment Certificates and Appeal Panel Certificates.

Extension of funding to Stage 4

If an appeal from the determination of the Commission is contemplated or proposed by any party to the proceedings, an **extension of funding** will be required.

Please refer to the [ILARS Funding Guidelines](#) for guidance on what is required and what funding is available.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 3 PIC Apportionment' Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF STAGE 3 FUNDING TO PIC | Clause 2.9.2

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to proceed to the Personal Injury Commission (the Commission).

Approval of funding

Stage 3 funding is approved to enable you to commence proceedings in the Commission immediately. Please note this grant does not extend to any appeals.

Existing grant with another Approved Lawyer - Apportionment of professional fees required

IRO has an existing grant of funding with another Approved Lawyer. In accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#), generally the total professional fees paid to both Approved Lawyers will not exceed the amount that would have been paid had the worker instructed only one Approved Lawyer. Where there is a change of legal representation, the Approved Lawyers should attempt to agree on the apportionment of professional fees in accordance with the [ILARS Funding Guidelines](#). Where an agreement is reached, the professional fees will be apportioned in accordance with the agreement unless there are exceptional circumstances. If you are aware of the identity of the other Approved Lawyer, please attempt to reach an agreement on the apportionment of professional fees and advise IRO of the outcome before 20 business days or provide IRO with your submissions and any supporting material on apportionment of professional fees.

If an agreement cannot be reached, IRO will assess the professional fees payable to each Approved Lawyer at the conclusion of the 20 day period.

If you are not aware of the identity of the other Approved Lawyer, please advise IRO.

Disbursements

Disbursements can be incurred when they are reasonably necessary to progress the matter and pre-approval is generally not required.

Please consult the [ILARS Funding Guidelines](#), particularly with respect to briefing counsel.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or reimbursed, or the appropriate amount.

Information

Please provide IRO with the following information about the proceedings and the listing of the matter, as appropriate:

- The Application (Form 1, Form 2, etc) [without attachments]
- The Timetable
- The Reply lodged by the insurer
- The date and time fixed for the hearing
- Details of the insurer's legal representative
- The name of counsel briefed
- Any Directions issued by the Commission
- The Orders, Certificates or outcome documents including Certificates of Determination, Statement of Reasons, Consent Orders, Elections to Discontinue Medical Assessment Certificates and Appeal Panel Certificates.

Extension of funding

If an appeal from the determination of the Commission is contemplated or proposed by any party to the proceedings, an **extension of funding** will be required.

Please refer to the [ILARS Funding Guidelines](#) for guidance on what is required and what funding is available.

Legal costs

Legal costs will be paid at the conclusion of proceedings, with professional fees in accordance with the apportionment agreement reached pursuant to clause 2.9.2 and the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Stage 3 Sought Stage 1 Approved’ Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF STAGE 1 FEES | STAGE 3 FUNDING SOUGHT

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for Stage 3 funding.

Please be advised that your request did not provide sufficient information and/or supporting material to enable a grant of Stage 3 funding.

In light of the information provided in your application, Stage 1 funding is approved in accordance with the [ILARS Funding Guidelines](#).

Disbursements

You may incur disbursements as set out in clause 3.1.5 of the [ILARS Funding Guidelines](#). Please also refer to clause 4.2.3.1 for the amounts payable in respect of disbursements for which SIRA has fixed a fee.

Extension of funding

Should you intend to proceed with investigations to pursue a claim or dispute a decision about a claim or any aspect of a claim, please provide a request for an extension of funding including an explanation or short reasons and any evidence or material available which supports the request to extend funding.

Please refer to the [ILARS Funding Guidelines](#) for further information.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«CurrentUserFirstnameSurname»

«CurrentUserPosition»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 3 Sought Stage 2 Approved' Email

DATE MONTH YEAR

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF STAGE 2 FEES | STAGE 3 FUNDING SOUGHT

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for Stage 3 funding.

Please be advised that your request did not provide sufficient information and/or supporting material to enable a grant of Stage 3 funding.

In light of the information provided, Stage 2 funding is approved at this time in accordance with the [ILARS Funding Guidelines](#).

Disbursements

Disbursements can be incurred where they are reasonably necessary to progress the claim or matter. Please consult the [ILARS Funding Guidelines](#) for further information.

Where SIRA or IRO has set the maximum fee for the provision of a service, IRO will not meet the cost of the disbursement in excess of the maximum fee except as set out in the [ILARS Funding Guidelines](#).

Please note the restrictions on forensic medical reports within the [ILARS Funding Guidelines](#).

Please contact IRO if you are in any doubt about whether a disbursement or expense will be paid or reimbursed or the appropriate amount.

Extension of funding

IRO expects that prior to requesting an extension to Stage 3 funding, reasonable steps will have been taken by the Approved Lawyer to achieve early resolution of the claim or dispute with the insurer, including seeking a review, where it is appropriate.

Please provide a request for an extension of funding to the next stage of funding outlining the issues that remain in dispute and addressing the criteria at clause 3.3 of the [ILARS Funding Guidelines](#) if the claim or dispute has not resolved and your client instructs you to proceed to the Commission.

Please refer to the [ILARS Funding Guidelines](#) for the funding principles applicable.

You should request an extension before undertaking any work beyond this stage of funding on behalf of your client.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

In these circumstances, please submit your tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Decline' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

FUNDING DECLINED

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding.

Based on the information provided IRO declines funding.

Background

Relevant Guidelines/legislation

Decision with reasons

Review of this decision

You may request a review of this decision by email including any appropriate supporting information.

In your request, please ensure you address one or more of the matters in clause 2.12.1 of the [ILARS Funding Guidelines](#).

The request for review should specifically state why you believe one or more of the circumstances set out below warrant such a review:

- Providing further information that would have impacted on the original decision
- Raising credible doubts about the reasoning used to justify the decision, and/or
- Identifying procedural failings about the way the decision was made or casting doubt on whether the procedure used was fair and appropriate.

The Director ILARS will review the decision and provide a response generally within ten days of receipt of the request.

If you are dissatisfied with the Director's review decision you may request a further final review from the Independent Review Officer.

Please contact IRO if there are any questions about the decision, or review process.

Conditional funding

Alternatively, you may apply for conditional funding. Where funding is approved on a conditional basis, payment of legal costs and disbursements will only be made in the event of a 'successful outcome' in the matter or aspect of the matter which receives conditional funding.

Please refer to clause 2.6 of the [ILARS Funding Guidelines](#) for more information about conditional funding, including the [ILARS Funding Guidelines](#) relevant to assessment of a successful outcome.

Please contact IRO if you would like to discuss this further.

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 4 Conditional Funding – Appeal to PIC' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF CONDITIONAL STAGE 4 FUNDING | APPEAL TO PERSONAL INJURY COMMISSION

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to appeal against the... dated... on behalf of your client.

Approval of funding

Your application has been approved on a conditional basis.

This means professional fees and disbursements (including counsel's fees) will only be paid in the event of a '**successful outcome**' where your client achieves a benefit from the conditionally funded matter or action. For further information please refer to clause 2.6 of the [ILARS Funding Guidelines](#).

Disbursements

Please note all disbursements including counsel's fees are subject to the conditional grant of funding; see clauses 2.6 and 5.2.8 of the [ILARS Funding Guidelines](#). Prior approval is not required to incur reasonably necessary disbursements.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid if a successful outcome is achieved.

Information required by IRO

Please provide IRO with:

- Counsel's advice (if relevant to funding)
- The application - appeal against decision of approved medical specialist or appeal against decision of arbitrator
- The opposition to appeal against decision of approved medical specialist
- The final outcome documents including the Medical Appeal Panel's decision.

Legal costs

Legal costs will be assessed at the conclusion of the matter in accordance with IRO's conditional funding policy; see clause 2.6 of the [ILARS Funding Guidelines](#).

Please submit your tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Reconsideration Stage 4 Conditional' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF CONDITIONAL STAGE 4 FUNDING | RECONSIDERATION APPLICATION TO PERSONAL INJURY COMMISSION

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to seek a reconsideration of the... dated... on behalf of your client.

Conditional funding approval

Your application has been approved on a conditional basis in accordance with clause 3.4.7 of the [ILARS Funding Guidelines](#).

This means professional fees and disbursements (including counsel's fees) will only be paid in the event of a '**successful outcome**' where your client achieves a benefit from the conditionally funded matter or action. For further information please refer to clause 2.6 of the [ILARS Funding Guidelines](#).

Please note, that if the reconsideration application is made as a precursor to an appeal to rescind a determination of the Commission, funding will be provided on the same basis as the appeal, not in addition to the appeal; see clause 3.4.7.1 of the [ILARS Funding Guidelines](#).

Counsel funding

In accordance with professional fee event 4.4 of the [ILARS Funding Guidelines](#), if the reconsideration application is on a stand-alone basis funding is not available for counsel.

Disbursements

Please note all disbursements are subject to the conditional grant of funding; see clauses 2.6 and 5.2.8 of the [ILARS Funding Guidelines](#). Prior approval is not required to incur reasonably necessary disbursements.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid if a successful outcome is achieved.

Information required by IRO

Please provide IRO with:

- The application - reconsideration against decision of approved medical specialist
- The opposition to a reconsideration against decision of approved medical specialist
- The final outcome documents including the reconsidered MAC.

Assessment of costs

Legal costs will be assessed at the conclusion of the matter in accordance with IRO's conditional funding policy; see clause 2.6 of the [ILARS Funding Guidelines](#).

Please submit your tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 4 Conditional Funding – Appeal to Court by Worker' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF CONDITIONAL STAGE 4 FUNDING | APPEAL TO COURT

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to appeal the decision of President Judge/Deputy President/ the Appeal Panel dated....

Approval of funding

Your application has been approved on a conditional basis.

This means professional fees and disbursements including counsel's fees will only be paid in the event of a '**successful outcome**' where your client achieves a benefit from the conditionally funded matter or action. For further information please refer to clause 2.6 of the [ILARS Funding Guidelines](#).

Costs orders and provision of cost agreements

You are referred to clauses 3.4.5.1 and 3.4.5.2 of the [ILARS Funding Guidelines](#) for IRO's expectations in relation to costs orders and the provision of cost agreements.

Generally, IRO aligns professional fees and fees for counsel, including senior counsel where appropriate, in accordance with the **Attorney General's Rates for Legal Representation**.

Disbursements

Please note all disbursements including counsel's fees are subject to the conditional grant; see clauses 2.6 and 5.2.8 of the [ILARS Funding Guidelines](#). Prior approval is not required to incur reasonably necessary disbursements.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid if a successful outcome is achieved.

Information required by IRO

Please provide IRO with:

- Counsel's advice (if relevant to funding),
- Your cost agreement with your client
- Your fee agreement/s with counsel
- Court documents
- Court directions and hearing date
- The final outcome documents including the Court's decision.

Legal costs

Legal costs will be assessed at the conclusion of the matter in accordance with IRO's conditional funding policy; see clause 2.6 of the [ILARS Funding Guidelines](#).

Please submit your tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 4 Full Funding – Appeal to PIC – Respond to Insurer Appeal' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FULL FUNDING | STAGE 4 RESPOND TO INSURER APPEAL TO THE PRESIDENT OF THE PERSONAL INJURY COMMISSION

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to respond to the insurer's appeal against the decision of Member... dated...

Approval of funding

As your client is the Respondent to the appeal, IRO approves **full funding** in accordance with clause 3.4.4.2 of the [ILARS Funding Guidelines](#).

Disbursements

Disbursements may be incurred when they are reasonably necessary to progress the matter. Please consult clause 3.4 of the [ILARS Funding Guidelines](#) for further information, particularly with respect to briefing counsel.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid.

Information required

If you have not already done so, please provide IRO with the relevant documentation specified in clause 3.4.3.2 of the [ILARS Funding Guidelines](#) including:

- The decision or certificate from which the appeal is sought
- The appeal against decision of arbitrator
- The reply and submissions lodged on behalf of your client
- The Timetable for proceedings and any directions issued.

Please inform IRO when the appeal concludes and provide details of the outcome with documents including a copy of the Presidential Member's decision.

Where the decision does not bring the matter to a final outcome, please inform IRO of the further proceedings or work required.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 4 Full Funding – Appeal to PIC – Respond to Insurer Appeal' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FULL FUNDING | STAGE 4 RESPOND TO INSURER RECONSIDERATION APPLICATION TO THE PERSONAL INJURY COMMISSION

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to respond to the insurer's application to reconsider the medical assessment of a Medical Assessor certified in a Medical Assessment Certificate/Certificate of Determination dated... on behalf of your client.

Approval of funding

As your client is the respondent to a stand-alone reconsideration application, IRO approves full funding in accordance with clause 3.4.7.3 of the [ILARS Funding Guidelines](#).

Please note that if the reconsideration application is made as a precursor to an appeal to rescind a determination of the Commission, funding will be provided on the same basis as the appeal, not in addition to the appeal; see clause 3.4.7.1 of the [ILARS Funding Guidelines](#).

Counsel funding

In accordance with professional fee event 4.4 of the [ILARS Funding Guidelines](#), if the reconsideration application is on a stand-alone basis funding is **not** available for counsel.

Disbursements

Disbursements, excluding counsel, may be incurred when they are reasonably necessary to progress the matter. Please consult clauses 3.4 and fee event 4.4 of the [ILARS Funding Guidelines](#) for further information.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid.

Information required by IRO

Please provide IRO with:

- The reconsideration application, if not already provided

- The opposition to the reconsideration application
- The final outcome documents including the Commission decision

Assessment of costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'STAGE 4 Full Funding – MAC Appeal by Insurer' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FULL FUNDING | STAGE 4 RESPOND TO INSURER APPEAL AGAINST DECISION OF APPROVED MEDICAL SPECIALIST

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your application for an extension of funding to respond to an appeal by the insurer against the medical assessment of Medical Assessor... dated...

Approval of funding

As your client is the Respondent to the appeal, IRO approves **full funding** in accordance with clause 3.4.4.2 of the [ILARS Funding Guidelines](#).

Disbursements

Disbursements may be incurred when they are reasonably necessary to progress the matter. Please consult clause 3.4.9 of the [ILARS Funding Guidelines](#) for further information particularly with respect to briefing counsel.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid.

Information required by IRO

If you have not already done so, please provide IRO with the relevant documentation including:

- The opposition to appeal against decision of approved medical specialist
- The Timetable for proceedings and any directions issued
- The final outcome documents including the Medical Appeal Panel's decision.

Where the decision does not bring the matter to an outcome, please inform IRO of the further proceedings or work required.

Legal costs

Legal costs will be paid on the conclusion of proceedings in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Revised Stage 4 Full Funding to Court' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FULL FUNDING | STAGE 4 COURT PROCEEDINGS

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to respond to the appeal/application by the insurer from the decision of President Judge /Deputy President/ the Appeal Panel dated... on behalf of your client.

You have sought full funding.

Approval of funding

As your client is the Respondent to the appeal, IRO approves **full funding** in accordance with clause 3.4.4.2 of the [ILARS Funding Guidelines](#).

Full funding for this appeal extends to party-party and solicitor-client costs and reasonably necessary disbursements.

IRO funding for professional fees and fees for counsel, including senior counsel, is generally aligned with the **Attorney General's Rates for Legal Representation**.

Costs orders

You are requested to use your best endeavours to seek a mutual assurance or undertaking from the insurer that neither party will seek to enforce a costs order made by the Court, or alternatively that both parties will seek an order that "each party is to bear its own costs". While this is not a condition of approval of funding, IRO expects that you will make an effort to secure this arrangement.

It is expected that if your client attains a successful outcome in these court proceedings, a costs order will not be pursued against the unsuccessful insurer and that an account for full costs will be provided to IRO for approval and payment.

IRO generally does not indemnify a worker where a costs order is made in favour of an insurer by the court.

Provision of cost agreements

IRO requires a copy of your cost agreement with your client in respect of the court proceedings and counsel's fee agreement(s) in order that the IRO can consider and approve the proposed rates referred to above.

Disbursements

Disbursements can be incurred without IRO pre-approval when they are reasonably necessary to progress the claim.

Please consult the [ILARS Funding Guidelines](#) for further information, particularly with respect to briefing counsel.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or the rate at which it will be paid.

Provision of Information

Please provide IRO with a copy of counsel's advice, the filed court documents, any written submissions, and advise of the Court's directions and hearing date(s).

Please inform IRO when the Court proceedings are concluded and provide details of the outcome documents including a copy of the Court's decision.

Where the Court's decision does not bring the matter to a final outcome, please inform IRO of the further proceedings or work required.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

'Stage 4 Full Funding Appeal to Court Against Insurer' Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

APPROVAL OF FULL FUNDING | STAGE 4 COURT PROCEEDINGS

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your application for funding to appeal the decision of President Judge /Deputy President/the Appeal Panel dated... on behalf of your client.

You have sought full funding.

Approval of funding

On the basis of the supporting information provided including counsel's advice, IRO approves **full funding** in accordance with clause 3.4.4.1 of the [ILARS Funding Guidelines](#).

Full funding for this appeal extends to party-party and solicitor-client costs and reasonably necessary disbursements.

IRO funding for professional fees and fees for counsel, including senior counsel, is generally aligned with the **Attorney General's Rates for Legal Representation**.

Costs orders

You are requested to use your best endeavours to seek a mutual assurance or undertaking from the insurer that neither party will seek to enforce a costs order made by the Court or alternatively that both parties will seek an order that "each party is to bear its own costs". While this is not a condition of approval of funding, IRO expects that you will make an effort to secure this arrangement.

It is expected that if your client attains a successful outcome in these court proceedings, a costs order will not be pursued against the unsuccessful insurer and that an account for full costs will be provided to IRO for approval and payment.

IRO generally does not indemnify a worker where a costs order is made in favour of an insurer by the court.

Provision of cost agreements

IRO requires a copy of your cost agreement with your client in respect of the court proceedings and counsel's fee agreement(s) in order that the IRO can consider and approve the proposed rates referred to above.

Disbursements

Disbursements can be incurred without IRO pre-approval when they are reasonably necessary to progress the claim.

Please consult the [ILARS Funding Guidelines](#) for further information, particularly with respect to briefing counsel.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or the rate at which it will be paid.

Provision of Information

Please provide IRO with a copy of counsel's advice, the filed court documents, any written submissions, and advise of the Court's directions and hearing date(s).

Please inform IRO when the Court proceedings are concluded and provide details of the outcome documents including a copy of the Court's decision.

Where the Court's decision does not bring the matter to a final outcome, please inform IRO of the further proceedings or work required.

Legal costs

Legal costs will be determined on conclusion of the legal relationship or when the final outcome is achieved in accordance with the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit a tax invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»

‘Incoming Approved Lawyer Notify Approved Lawyer Apportionment of Costs Decision’ Email

Dear «SendToTitle» «SendToSurname»

I refer to my email dated... regarding apportionment of professional fees.

I confirm agreement has not been reached on apportionment of professional fees. Therefore in accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#) IRO has assessed costs.

Background

Relevant Guidelines/legislation

Decision with reasons

I have determined that the amount of professional fees payable to the original lawyer is \$ plus GST.

The above is not a determination of fees payable to your firm. In accordance with the [ILARS Funding Guidelines](#) an assessment of the professional fees payable to your firm will be assessed at the conclusion of the claim.

Please note generally however that the total legal costs paid to both lawyers will not exceed the amount that would have been paid had the worker instructed only one lawyer in the claim.

This may result in no professional fees being payable.

Review of this decision

You may request a review of this decision by email including any appropriate supporting information.

In your request, please ensure you address one or more of the matters in clause 2.12.1 of the [ILARS Funding Guidelines](#).

The request for review should specifically state why you believe one or more of the circumstances set out below warrant such a review:

- Providing further information that would have impacted on the original decision
- Raising credible doubts about the reasoning used to justify the decision, and/or
- Identifying procedural failings about the way the decision was made or casting doubt on whether the procedure used was fair and appropriate.

The Director ILARS will review the decision and provide a response generally within ten days of receipt of the request.

If you are dissatisfied with the Director's review decision you may request a further final review from the Independent Review Officer.

Please contact IRO if there are any questions about the decision, or review process.

Kind regards

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»



Level 8, 1 Oxford Street Darlinghurst NSW 2010
d. «**CurrentUserJobTitle**» | ph. 13 94 76 | ILARSALmail@iro.nsw.gov.au
www.iro.nsw.gov.au

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‘Outgoing Approved Lawyer costs Apportionment’ Email

Dear «SendToTitle» «SendToSurname»

I refer to my email dated... regarding apportionment of professional fees.

I confirm agreement has not been reached on apportionment of professional fees. Therefore in accordance with clause 2.9.2 of the [ILARS Funding Guidelines](#) IRO has assessed your costs.

Background

Relevant Guidelines/legislation

Decision with reasons

I have determined that the amount of professional fees payable to your firm is \$ plus GST.

Review of this decision

You may request a review of this decision by email including any appropriate supporting information.

In your request, please ensure you address one or more of the matters in clause 2.12.1 of the [ILARS Funding Guidelines](#).

The request for review should specifically state why you believe one or more of the circumstances set out below warrant such a review:

- Providing further information that would have impacted on the original decision
- Raising credible doubts about the reasoning used to justify the decision, and/or
- Identifying procedural failings about the way the decision was made or casting doubt on whether the procedure used was fair and appropriate.

The Director ILARS will review the decision and provide a response generally within ten days of receipt of the request.

If you are dissatisfied with the Director’s review decision you may request a further final review from the Independent Review Officer.

Please contact IRO if there are any questions about the decision, or review process.

Kind regards

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»



Independent
Review Office

Level 8, 1 Oxford Street Darlinghurst NSW 2010

d. «CurrentUserJobTitle» | ph. 13 94 76 | ILARSALmail@iro.nsw.gov.au

www.iro.nsw.gov.au

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'Full Funding Decision Email

28 June 2024

«SendToTitleFirstnameSurname»

«LawFirmDisplayName»

By email: «SendToEMail»

Dear «SendToTitle» «SendToSurname»

DECLINE FULL FUNDING FOR APPEAL TO COURT | CONFIRMATION OF CONDITIONAL STAGE 4 FUNDING

Worker: «ComplainantFirstnameSurname»

ILARS Grant Number: «FundingApplication_CaseCaseNumber»

Thank you for your request for funding to appeal the decision of President Judge/Deputy President/ the Appeal Panel dated... on behalf of your client.

You have sought full funding.

Confirmation of conditional funding

On the basis of the supporting information provided including counsel's advice IRO does not approve full funding under clause 3.4.4.1 of the [ILARS Funding Guidelines](#).

Conditional funding is confirmed in accordance with our earlier correspondence. This means legal costs and disbursements including counsel's fees will only be paid in the event of a '**successful outcome**' where your client achieves a benefit from the conditionally funded matter or action. For further information please refer to clauses 2.6 and 5.2.8 of the [ILARS Funding Guidelines](#).

Costs orders and provision of cost agreements

You are referred to clauses 3.4.5.1 and 3.4.5.2 of the [ILARS Funding Guidelines](#) for IRO's expectations in relation to costs orders and the provision of cost agreements.

Generally, IRO aligns professional fees and fees for counsel, including senior counsel where appropriate, in accordance with the **Attorney General's Rates for Legal Representation**.

Costs orders

You are requested to use your best endeavours to seek a mutual assurance or undertaking from the insurer that neither party will seek to enforce a costs order made by the Court, or alternatively that both parties will seek an order that "each party is to bear its own costs". While this is not a condition of funding approval, IRO expects that you will make an effort to secure this arrangement.

It is expected that if your client attains a successful outcome in these court proceedings, a costs order will not be pursued against the unsuccessful insurer and that an account for full costs will be provided to IRO for approval and payment.

IRO generally does not indemnify a worker where a costs order is made in favour of an insurer by the court.

Provision of cost agreements

IRO requires a copy of your cost agreement with your client in respect of the court proceedings and counsel's fee agreement(s) in order that the IRO can consider and approve the proposed rates referred to above.

Disbursements

Please note all disbursements including counsel's fees are subject to the conditional grant; see clauses 2.6 and 5.2.8 of the [ILARS Funding Guidelines](#). Prior approval is not required to incur reasonably necessary disbursements.

Please contact IRO if you are in any doubt about whether a disbursement will be paid or at what rate it will be paid if a successful outcome is achieved.

Provision of Information

Please provide IRO with a copy of counsel's advice, the filed court documents, any written submissions, and advise of the Court's directions and hearing date(s).

Please inform IRO when the Court proceedings are concluded and provide details of the outcome documents including a copy of the Court's decision.

Where the Court's decision does not bring the matter to a final outcome, please inform IRO of the further proceedings or work required.

Legal costs

Legal costs will be assessed at the conclusion of the matter in accordance with IRO's conditional funding policy; see clause 2.6 of the [ILARS Funding Guidelines](#).

Please advise IRO when the matter has concluded and submit an invoice addressed to the Independent Review Officer in accordance with the [ILARS Tax Invoice Guide](#).

Yours sincerely

«**CurrentUserFirstnameSurname**»

«**CurrentUserPosition**»

for the **Independent Review Officer**

Email: ILARSALmail@iro.nsw.gov.au

Ph: «CurrentUserJobTitle»