

Private and Confidential

Hepburn Shire Council
Attention: Accounts
By email: creditors@hepburn.com.au

5 August 2025

TAX INVOICE

Notice of Withdrawal

INVOICE NUMBER: 136390	MATTER NO. 250571
MATTER: General Employment Advice 2025 PU038242	

INVOICE SUMMARY	Amount (ex GST)	GST
Professional Fees	\$1,236.00	\$123.60
Administration Fee	\$61.80	\$6.18
Total:	\$1,297.80	\$129.78

Amount	+ GST	= Total Amount	- Amount Paid	= Amount Due
\$1,297.80	\$129.78	\$1,427.58	\$0.00	\$1,427.58

Responsible Partner: Georgina Chapman

PAYMENT OPTIONS

Enquiries and Remittances: accounts@hrlegal.com.au

A 10% discount applies for payments received in full within 10 days of receipt of invoice (excluding disbursements).
A 7.5% discount applies for credit card payments received in full within 10 days of receipt of invoice (excluding disbursements).

Payment by EFT
BSB: 063 162 Account No.: 1068 2442 SWIFT Code: CTBAAU2S
Credit Card Payments ☐ Mastercard ☐ Visa

Card No:/...../...../..... CVC No:

Expiry Date:/..... Amount: \$

Cardholder Name:

Invoice No.: 136390

Due Date: 19/08/2025

Amount Due: \$1,427.58

Professional Fees

Date	Fee Earner	Description
22/07/2025	Georgina Chapman	Telephone on Amy Perkins
22/07/2025	Madeleine Mantegazza	Preparing deed
22/07/2025	Georgina Chapman	Email from Amy Perkins
22/07/2025	Georgina Chapman	Deed of release; Email to Amy Perkins
22/07/2025	Georgina Chapman	Emails from and to Amy Perkins
23/07/2025	Georgina Chapman	Emails from and to Amy Perkins

Notification of Rights

Your rights in relation to legal costs

1. Discuss your concerns with the Responsible Partner or the General Manager.
2. If your bill is a lump sum, request an itemised bill. You must do this within 30 days from the date which the legal costs become payable.
3. Have our costs assessed before the Supreme Court Costs Court ("Costs Court") under Division 7 of Chapter 4.3 of the Uniform Law OR, alternatively, make a complaint to the Victorian Legal Services Commissioner (VLSC) in relation to a costs dispute under Division 1 of Part 5.2 of the Uniform Law. The parameters for taking such steps are as follows:
 - (i) In relation to a costs assessment before the Costs Court - you must make the application within 12 months of when the bill was given or a request for payment was made, or where there was no bill or request made, when the legal costs were paid. An application can be made outside of 12 months in certain circumstances where the delay and reasons for the delay make it just and fair to do so.
 - (ii) In relation to a costs dispute before the VLSC - you must make the application within 60 days after the legal costs have become payable or where you have asked for an itemised bill, within 30 days after the itemised bill was provided. The VLSC may waive the time limits specified above if the complaint is made within 4 months after the required period.

Our rights in relation to interest

We intend to charge interest on unpaid legal costs if our costs are unpaid after 30 days of giving you this bill, in accordance with the Uniform Law. The rate of interest is the Cash Target Rate plus 2 per cent, specified by the Reserve Bank of Australia as at the date of this bill.

Notice of withdrawal of trust money

If money has been paid into our trust account for you, we hereby notify you that we will withdraw money from trust and apply it towards payment of our legal costs that are owed, in accordance with the Uniform Law and the Legal Profession Uniform General Rules 2015.
