

Review Committee Member (Community)

Expression of Interest – Voluntary position

About Tasmania Legal Aid

Tasmania Legal Aid is an independent statutory body set up by the Legal Aid Commission Act 1990 (Tas). We commenced operation on 1 January 1991. Tasmania Legal Aid operates at arms-length from Government but is accountable to the Minister for Justice. We are the largest government-funded legal assistance service in Tasmania and we play a central role in providing access to justice for disadvantaged Tasmanians. The Commission is governed by a Board of five and has a staff of 84 full-time employees.

We provide a range of quality legal services across Tasmania through four offices. Our focus is on economically and socially disadvantaged Tasmanians. We provide preventative services such as information about the law through our website and through community legal education sessions. We deliver early intervention services through our telephone advice line, face-to-face consultations, duty lawyer services, minor assistance, and mediation services. We also provide legal representation in court delivered through grants of aid to private lawyers and to in-house lawyers.

The Review Committee

Pursuant to ss29-31 of the *Legal Aid Commission Act 1990* (the Act) a Committee is established to determine requests for review of a decision made by TLA. When making a review determination the Committee is to include a person who is not a private legal practitioner nor an officer but who has qualifications or experience relevant to the performance of the function of a Review Committee.

The types of matters to be determined are broad and cover varied practice areas, with the only limit being that it must have been a decision 'made by an officer or a Legal Aid Committee'.

The Review Committee has the following roles and responsibilities:

- Convene and operate as a Committee;
- Determine requests for a review of a decision made by an officer or committee of TLA;
- Provide statement of reasons for decisions;
- Identify conflicts of interest regarding themselves or members of the committee in any decision making process.

TLA Review Committee member (community) role

The role of a Review Committee member (community), undertaken on a voluntary basis, is to assist in the decision making of the Review Committee. As part of a three-person committee, Chaired by a TLA Staff member, the member will review the information relevant to a decision made by a TLA Officer or other TLA Committee, and form a view in conjunction with the other committee members as to whether the decision should be confirmed, varied or set aside (s34 of the Act).

Community members will be required to:

- be available to attend to reviews as they arise (usually undertaken on the papers, or by phone or video conference, but may require occasional meetings in person);
- access and apply the TLA guidelines;
- apply sound decision making skills;
- understand and apply the principles of procedural fairness;
- adhere to relevant privacy and confidentiality processes;

- possess an ability to inquire into factual issues; and
- contribute to written reasons for decisions.

The position is voluntary role.

Appointment process

The following sets out the process to apply to become a member of the Review Committee:

1. Expression of Interest (EOI) sent out to interested persons (Attachment A)
2. Person responds to EOI
3. EOI considered by a recommendation panel – panel made up of 1 TLA Review Committee Chair, TLA Director or 1 TLA Associate Director, and 1 external Review Committee member.
4. Recommendation made to the Board
5. Decision made by the Board and new member appointed.

Contact

For further information please contact:

Associate Director, Legal Practice

Email: vanessa.fenton@legalaid.tas.gov.au | (03) 6236 3800

Expression of Interest Application

Expressions of interest for appointment as a member (Community) of the Review Committee are to be submitted to the Associate Director – Legal Practice. Applicants will be advised of the outcome of their expression of interest for inclusion on the Register within 28 days.

Please complete and submit this form, along with any relevant documents to grants.officer@legalaid.tas.gov.au.

Your Details

Name:	
Position:	
Email Address:	
Telephone:	

Eligibility Requirements

To be eligible for appointment to the Review Committee practitioners must address the following requirements:

Demonstrated qualifications or experience relevant to the performance of the function of a Review Committee
Demonstrated analytical and sound decision-making skills

Demonstrated ability to understand and apply relevant policies and guidelines
Demonstrated understanding of procedural fairness, privacy and confidentiality, and conflict of interest
Demonstrated effective oral and written communication skills