

Legal Assistance Investment Committee

Terms of Reference

1. PURPOSE

The role of the Legal Assistance Investment Committee (the Committee) is to:

- oversee funding allocation processes (including triennial review of funding strategies and evaluation of funding applications) to promote transparency and accountability;
- make recommendations that align with the strategic objectives and funding strategies through the Chair (Director General) to the Attorney-General for consideration and final decision; and
- oversee the financial management of the funding allocations.

2. MEMBERSHIP

The membership of the Committee is constituted by representatives from DJAG Executive Management, Queensland Treasury (QT) and the Department of the Premier and Cabinet (DPC), as follows:

- Director-General (Chair), DJAG;
- Deputy Director-General, Justice Services, DJAG;
- Assistant Director-General, Strategic Policy and Legal Services (DJAG);
- Assistant Director-General, Corporate Services, DJAG;
- Director, Justice and Public Safety, QT; and
- Director, Social Policy, DPC.

3. OPERATIONAL FUNCTIONS

a. Quorum

The Chair and any three members will be a quorum for the purposes of a meeting and will be competent to transact business. Should conflict of interest result in members abstaining (on a particular item of business) and numbers falling below the quorum, any number of members will be deemed as a quorum.

b. Decision making

Decisions of the Committee will be on the basis of consensus among members.

c. Absence of the Chair

If the Chair is not able to attend a meeting, the Chair shall nominate a proxy to chair the meeting. The nominated proxy will assume all powers of the Chair for the relevant period.

If the Chair identifies a conflict of interest and abstains from decision making processes, the members present at a meeting will elect a member who is present to chair that matter.

d. Meeting attendance

In the absence of a member, a suitable proxy will be nominated by that officer to ensure the interests of the department are represented.

e. Meeting frequency

The Committee will generally convene on a quarterly basis. Extraordinary meetings may be convened when necessary.

Out of session papers will be circulated as required to ensure the timely consideration of Committee matters.

f. Meeting minutes

Responsibilities and timelines for action items must be clearly identified in the meeting minutes. The minutes from the preceding meeting will be confirmed at each meeting, along with a review of the action items remaining outstanding. Meeting minutes will be distributed to Committee members in a timely manner.

g. Conflicts of interest

When a conflict of interest exists for a member in any matter, this conflict must be disclosed to the Committee and recorded in the meeting minutes. After the disclosure, the member should:

- not take part in any deliberations or decisions with respect to the relevant matter;
- abstain from related discussion with other Committee members; and
- be disregarded for the purpose of constituting a quorum for that deliberation or decision.

4. SECRETARIAT

Secretariat functions of the Committee will be managed by Legal Assistance Strategy and Funding, DJAG. These functions may include the following.

a. Meeting coordination

- Liaising with Committee members to set meeting dates; and
- preparing and distributing meeting agendas, minutes and other documentation to the Committee.

b. Research and analysis

- Undertaking analysis of research reports and evidence of gaps, pressures, potential duplication, and opportunities in legal assistance service delivery.

c. Financial management

- Preparing financial statements and forecasts.

d. Funding processes

- Developing market engagement strategies;
- reviewing funding submissions;
- preparing materials for the Committee to guide decision making; and

- providing technical advice to the Committee on funding applications.

5. COLLABORATION WITH OTHER COMMITTEES/BOARDS

The Committee should engage, including through DJAG, with the Queensland Legal Assistance Forum (QLAF) to:

- inform the triennial review of the funding strategies (including priority service areas); and
- seek information during the application assessment process for community organisations.

The Committee should also seek advice from other relevant peak bodies when necessary.