

## **The Process**

The following sets out the process for which Practitioners can apply to become a member of the Civil Disbursement Fund Committee:

1. Expression of Interest (EOI) sent out to eligible practitioners
2. Practitioner responds to EOI
3. EOI considered by a recommendation panel – panel made up of 1 TLA Review Committee Chair (or Board member in the absence of any), TLA Director or 1 TLA Associate Director, and 1 external CDF Committee member.
4. Recommendation of appointment made to the Board
5. Decision made by the Board and decision provided to applicant

## Tasmania Legal Aid (TLA) Civil Disbursement Fund Committee Member Appointment

Please complete this form if you are a Tasmanian Practitioner seeking to become a member of the Civil Disbursement Fund Committee.

### About the CDF Committee

Pursuant to s6 of the *Legal Aid Commission Act 1990* (the Act), one of the functions of Tasmanian Legal Aid is to perform any function the Attorney-General of Tasmania, the Minister for Justice and Industrial Relations requires. The Attorney-General directed TLA to exercise the function of managing the Civil Disbursements Fund (the Fund) and making decisions on applications to the CDF.

The Fund pays disbursements in civil legal matters for people who cannot afford the cost of these to progress their case. The Fund recognises 'disbursements' to be legal expenses paid by the Fund on behalf of the Applicant. These include court filing fees, medical reports, expert reports, interpreter's fees, conduct money, witness's expenses, transcript fees, trial fees, solicitor's travelling, and accommodation fees. It does not include the fees for practitioners.

TLA set up the Civil Disbursement Fund Committee to make recommendations on applications for funding and to advise TLA on the operation of the Fund.

The types of matters considered by the Committee include medical negligence, workers compensation, public liability, and personal injury.

### Civil Disbursement Fund Committee member role

The role of a Civil Disbursement Fund Committee member (CDF Committee member) is to consider the merits of the Applicant's case and to take into account the prospects of success, the quantum of damages and the likelihood of recovery.

CDF Committee members are external practitioners with at least 3 years legal experience in the area of civil litigation. They must identify conflicts of interest in any decision-making process, have sound decision making skills, understand and adhere to relevant privacy and confidentiality processes, and undertake the functions in accordance with TLA's values.

CDF Committee members must possess a sound knowledge of civil litigation, an ability to inquire into factual issues, write reasons for decisions and produce reports when required.

## Expression of Interest application

Expressions of interest for appointment as a member of the Civil Disbursement Fund Committee are to be submitted to the Associate Director – Legal Practice. Practitioners 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 attachments and Curriculum Vitae to [grants.officer@legalaid.tas.gov.au](mailto:grants.officer@legalaid.tas.gov.au).

### Your Details

Name:

Position:

Email Address:

Telephone:

### Eligibility Requirements

To be eligible for appointment to the Civil Disbursement Fund Committee practitioners must address the following requirements:

**1. Three years post admission experience in Civil litigation**

**2. Demonstrated ability to assess the merits of an applicant's case**

**3. Demonstrated ability to apply relevant legal principles and the CDF Guidelines in decision making**

4. **Demonstrated understanding of conflict of interest, confidentiality and privacy principles**