

Terms of Reference

<p>Purpose</p>	<p>The Children and Families Legal Assistance Forum (CAFLAF) was established as a specialist sub-forum of the Queensland Legal Assistance Forum (QLAF).</p> <p>The purpose of the CAFLAF is to promote cooperation and collaboration between legal assistance service providers and non-legal services, including social, community and health services working with families and children.</p> <p>The CAFLAF will consider service planning and best practice in service delivery to maximise the reach of legal assistance services available to families and children across Queensland.</p>
<p>Membership</p>	<p>The CAFLAF may include representatives who respond to the legal needs of families and children, including non-legal services. Individual members who are nominated to join the CAFLAF should have the authority to represent the views of their organisation in the strategic planning context.</p> <p>Membership is comprised of representatives from:</p> <ul style="list-style-type: none"> • Aboriginal Family Legal Service Southern Queensland (AFLSSQ) • Aboriginal and Torres Strait Islander Legal Service (ATSILS) • Brisbane North Community Legal Service (Brisbane North CLS) • Caxton Legal Centre (Caxton) • Community Legal Centres Queensland (CLCQ) • Department of Justice and Attorney-General (DJAG) • Pine Rivers Community Legal Service (PRCLS) • First Nations Women’s Legal Service Queensland (FNWLSQ) • HUB Community Legal • Legal Aid Queensland (LAQ) • North Queensland Women’s Legal Service (NQWLS) • Queensland Indigenous Family Violence Legal Service (QIFVLS) • Relationships Australia Queensland (RAQ) • Women’s Legal Service Queensland (WLSQ) • YAC

Subgroups	<ul style="list-style-type: none"> • Where the CAFLAF identifies specialist projects or initiatives, subgroups may be formed where members nominate their involvement, including secretariat functions. • In the event a subgroup is formed, progress updates and actions will be provided to the CAFLAF to consider.
Responsibilities	<ul style="list-style-type: none"> • Promote cooperation and collaboration within legal assistance service providers and other non-legal services working with families and children. • Consider existing service provision, including outreach, and best practice in service design to inform the development of a work plan to address collaborative service planning initiatives for 2022-25. This plan will focus on: <ul style="list-style-type: none"> ○ strategies to deliver client-focused services; and ○ sector feedback to the Queensland Government on the allocation of any additional funding that becomes available for this priority client group, including proposing and/or sponsoring applications for project funding. ○ Consider, develop and promote best practice strategies across legal assistance services for the delivery of legal and related services to families and children, including the areas of: <ul style="list-style-type: none"> ▪ service provision to communities in rural, regional and remote communities; and ▪ legal assistance services are accessible and providing culturally appropriate services. • To lead discussions around systemic change and advocacy between legal assistance service providers working with families and children and advising the QLAF on issues to be considered. • To share information and resources to facilitate the implementation of agreed priority initiatives.
Roles	<ul style="list-style-type: none"> • The LAQ representative, is the annual First Chair. • The Caxton representative, is the annual Second Chair. • The secretariat support is provided by Department of Justice and Attorney-General. • The role of Chair will be reviewed by the group at the first meeting of each calendar year.
Meetings	<ul style="list-style-type: none"> • The CAFLAF will meet at least four times a year. • Specialists or experts may be invited to attend.

	<ul style="list-style-type: none">• Members can nominate proxies to attend on their behalf.• At least four (4) members must be present to make decisions on behalf of the group.• Information about meetings, including agendas, will be distributed at least one week in advance.
Reporting and Governance	<ul style="list-style-type: none">• The working group will provide updates to DJAG to inform the QLAF of the CAFLAFs progress at least two times per year.• Decisions will be on the basis on consensus among members. Members may choose to record dissenting views.• A record of each meeting will be kept by way of meeting minutes. The meeting minutes will be distributed to the members for confirmation.