

# Position Description

## Position details

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| <b>Position title</b>       | Chair, Firearms Appeals Committee Member   |
| <b>Classification/Grade</b> | 3-year term  |
| <b>Employment status</b>    | Casual/ Part Time  |
| <b>Position reports to</b>  | N/A  |
| <b>Work location</b>        | Melbourne  |
| <b>Position contact</b>     | Name: Joanne Riswick (Committee Secretariat)<br>Phone: 0429 701 586<br>Email: firearmsappeals@justice.vic.gov.au |

## Role purpose

The FAC is an independent statutory body that derives its powers from the *Firearms Act 1996* (**Firearms Act**). The FAC conducts hearings and reviews the decisions of the Chief Commissioner of Police in relation to firearms licensing. As a review body, the FAC is expected to abide by well known legal principles that govern review bodies.

The establishment, jurisdiction and powers of the FAC are set out in Part 9 of the Firearms Act. The FAC has the jurisdiction to review certain decisions of the Chief Commissioner of Police (**Chief Commissioner**) made under the Firearms Act. For these purposes, the FAC may sit in Divisions (**FAC Division**). Whilst the jurisdiction of the FAC is limited, its discretion in relation to procedure is wide.

## General attributes of the role

Have a general understanding of the *Firearms Act 1996* and the powers and functions of the Committee.  
Be alert to the purpose of the *Firearms Act 1996*.

Attend and actively participate in Committee hearings held during the year.

Be aware that a legal member will preside at Committee hearings. The legal member is responsible for producing a written decision.

Prepare for hearings in advance by being familiar with all documentation provided.

Treat all documentation with care as it may contain sensitive and confidential information.

Attend and actively participate in Committee meetings held during the year.

Bring any conflict of interest or potential conflict of interest to the attention of the Committee Secretariat or the Chair of the Committee.

Act with the degree of care and diligence that a reasonable person might be expected to show in the role.

## Time Commitment

The time commitment is not yet confirmed, however the FAC will meet a minimum of four times per year.

- The hearing of applications is shared between the members of the Committee. Generally, members will be required to hear applications throughout the year, approximately once a month.
- Committee meetings are held at least four times per year and a member must not be absent from three consecutive meetings without leave being granted.