

# Position Description

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| <b>Position title</b>      | Firearms Appeals Committee Member   |
| <b>Remuneration</b>        | Set by the Governor in Council<br>Chairperson: \$451 Full Day Rate, \$226 Half Day Rate<br>Member Presiding at a hearing: \$389 Full Day Rate, \$195 Half Day Rate<br>General: \$352 Full Day Rate, \$175 Half Day Rate |
| <b>Term</b>                | 3 years (maximum term)  |
| <b>Employment status</b>   | Casual/Part Time  |
| <b>Position reports to</b> | Secretariat – Firearms Appeals Committee  |
| <b>Location</b>            | 223 William Street – William Cooper Justice Centre  |
| <b>Position contact</b>    | Eliza Gutierrez (Committee Secretariat)<br>Level 23/121 Exhibition Street, Melbourne Vic 3000<br>Ph: (03) 8684 0830   |

## Role purpose

The Committee consists of 13 persons who are appointed by the Governor-in-Council. The Committee is established under the *Firearms Act 1996* (the Act). The Committee's membership, powers and procedures are outlined in part 9 of the Act. The Committee's function includes:

- The review of firearms licencing decisions of the Chief Commissioner of Victoria Police in the circumstances in which a right to review is given to any person under the Act.
- Giving effect to the principle that the possession, carriage, use, acquisition and disposal of firearms are conditional on the need to ensure public safety and peace.

## 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 Committee will hear applications as frequently as necessary to undertake its role effectively and in any event at least 12 times per year (once per month).
- The hearing of applications is shared between the members appointed to the Committee. Generally members will be required to hear applications three to four times per year.
- 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.