

Position Description – Firearms Appeals Committee Legal member

Position title:	Firearms Appeals Committee Legal Member
Business Unit/Branch:	Firearms Appeals Committee
Remuneration:	Members are eligible to be paid in accordance with the government's Appointment and Remuneration Guidelines
Employment status:	3 year term with possible reappointment
Work location:	Melbourne CBD or Virtually
Position contact:	Name: Firearms Appeals Committee Secretariat Phone: 0429 701 586 Email: firearmsappeals@justice.vic.gov.au

ROLE PURPOSE

The role of a Legal Member

The Committee consists of 15 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 Legal member's functions include:

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.

Preside over and determine hearings with Ministerial and Industry members.

Prepare written reasons in a timely manner.

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.



KEY ACCOUNTABILITIES

- Have a general understanding of the *Firearms Act 1996*, its purpose, and the powers and functions of the Committee.
- Be aware that a legal member will preside at Committee hearings. The legal member is responsible for producing written reasons in respect of each matter determined by a division of the Committee over which they preside. Such reasons must be produced within a reasonable time following completion of a hearing.
- Organisational and written communication skills (as well as interpersonal skills and familiarity with court procedures in order to conduct hearings with appropriate expedition, cost effectiveness and efficiency).
- Familiarity with the principles of administrative law that inform the function and operation of the Committee.
- 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 and/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 AND QUALIFICATION REQUIREMENTS

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.

Qualifications

- Relevant tertiary qualification and admitted to practice (or eligible for admission) as a legal practitioner of the Supreme Court of Victoria.
- Currently hold, or eligible to hold, a valid practising certificate.

IMPORTANT INFORMATION

The department is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the department's obligations under the *Occupational Health and Safety Act 2004 (Vic)*. Therefore, there is a requirement that



all DJCS employees be fully vaccinated against COVID-19 in order to undertake duties outside of their homes.

At interview stage and prior to commencement of employment with the department, you will need to provide evidence that you are vaccinated against COVID-19 with three doses of a COVID-19 vaccine.

Upon commencement of employment with the department you will be required to provide evidence that you have an up-to-date vaccination status within the timelines specified by the department into the DJCS Service Portal. This includes evidence of three doses of a COVID-19 vaccine required by the department (from time to time).

Acceptable evidence includes:

1. COVID-19 digital certificate (available via your [myGov](#) account)
2. Your immunisation history statement (available via your [myGov](#) account)

Other documentation outside the above will not be accepted as evidence of having received your COVID-19 vaccine doses.

The salary range for this position is set out in the Victorian Public Service Enterprise Agreement 2020. Please refer to the Department of Treasury and Finance website (dtf.vic.gov.au) for further information.

Department policy stipulates that salary upon commencement is paid at the base of the salary range for the relevant grade. Any above base requests require sign off by an executive delegate and will be by exception only or where required to match the current salary of Victorian Public Service staff transferring at-level.

Individuals who have received a Voluntary Departure Package from a Victorian Public Service department/agency are ineligible for re-employment for a minimum period of three calendar years from the date of separation.

A re-employment restriction of one year applies to all recipients of an Early Retirement Scheme package from the VPS.

You may be required to mobilise to other areas to support priority projects or programs.

PRE-EMPLOYMENT CHECKS

All appointments to the Department of Justice and Community Safety are subject to reference checks, pre-employment misconduct screening and criminal record checks. Some positions may also be subject to a medical check and/or 'Working with Children Check'.

VALUES AND BEHAVIOURS

Department of Justice and Community Safety employees are required to demonstrate commitment to:

The Department's Values and Behaviours: Serve the community, work together, act with integrity, respect other people and make it happen.



The Environment: The department is committed to minimising its environmental impact and requires all staff to comply with its environmental policy.

Recordkeeping: The department is committed to good recordkeeping and requires all staff to routinely create and keep full and accurate records of their work-related activities, transactions and decisions, using authorised systems.

Diversity: The department values an inclusive workplace that embraces diversity and strongly encourages applications from Aboriginal people, people with disability, people from the LGBTIQ community, and people from culturally diverse backgrounds.

FURTHER INFORMATION

Please visit About the Department on the [Department of Justice and Community Safety website \(http://www.justice.vic.gov.au\)](http://www.justice.vic.gov.au) for information on:

- Organisational values and structure
- Our policies such as privacy and conflict of interest
- The Victorian Public Service (VPS) code of conduct
- Our commitment to the safety and wellbeing of children.

Please visit the Committee's website <https://www.justice.vic.gov.au/contact-us/firearms-appeals-committee> for further information on the Committee's processes.