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Terms of Reference

Volunteer Member Review Panel

Introduction

A requirement of membership with CFA for new and transferring members, is consent to a National Police Record Check (NPRC) and a Working with Children Clearance (WWCC).

A new member application cannot be progressed without a WWCC.

If a new or transferring member receives a disclosable outcome on the NPRC, the matter may be referred to the Volunteer Member Review Panel for a decision in relation to their membership application or as part of the membership application appeals process.

If a current member receives a WWCC Exclusion notice, the matter will be referred by the Disclosure Officer to the Volunteer Member Review Panel to make a recommendation on whether membership should be cancelled.

The role of the panel will be to:

- Review the NPRC disclosable outcome and response from the applicant to determine if the application should continue to membership.
- Review the response from the member in relation to their WWCC exclusion notice and make a recommendation on the future of their membership based on risk to children and young people and compliance with relevant legislation.

Scope

The Volunteer Member Review Panel will:

- Review NPRC disclosable outcomes that have been referred by the Disclosure Officer to the panel.
- Apply the Volunteer National Police Record Check Procedure to NPRC disclosable outcomes presented to them.
- Determine whether the membership application can proceed to the next step of registration or is denied based on the outcome of the review NPRC and additional information provided by the applicant.
- Decide on the future of a member's membership where a WWCC exclusion notice had been issued as per the Volunteer WWCC Adverse Notice Procedure. If required the panel may also request, via the Disclosure Officer, additional information from the applicant/member to assist with their decision-making process.
- If required, the panel may request advice from CFA Legal on compliance with legislation.

Roles

The Volunteer Member Review Panel will be responsible for:

- Applying the Volunteer National Police Record Check Procedure and Volunteer Working with Children Adverse Notice Procedure consistently and equitably across applications.
- Maintaining privacy and confidentiality throughout the review process.
- Abiding by CFA's *Conflict of Interests & Private Interests* executive policy

The Disclosure Officer will ensure all information provided to the panel is de-identified and only relevant information is provided to panel members to inform their decision-making process.

Membership

The review panel will be made up of the following representative:

REPRESENTATIVE	NAME	ROLE
CFA Disclosure Officer ¹	TBC	Chair
Deputy Chief Officer ²	TBC	Member
CEO VFBV or nominated delegate	TBC	Member
Child Safety Manager	TBC	Member

In addition to the membership panel outline above, the Deputy Chief Officer representative may have a nominated deputy.

The deputy may participate in review meeting if the nominated delegate is unavailable due to operational activity. The deputy must be pre-determined and endorsed by the Chief Officer.

Administrative arrangements

Meetings

Quorum

Minimum quorum to be made up of:

1. CFA Disclosure Officer
2. Deputy Chief Officer
3. CEO VFBV or nominated delegate
4. Child Safety Manager

Attendance at meetings cannot be delegated to another member.

Meetings may be held either face to face, online or a mixture of both. As required by the panel members.

Frequency

The Review Panel meetings will be scheduled on a fortnightly basis. If there is no requirement to convene the panel, the meeting will be cancelled a maximum of three day prior to the scheduled meeting.

Agendas, actions and reporting

A meeting package will be sent to the members no less than three (3) business days prior to each meeting. This will include:

- Confirmation of the date, time and venue of the upcoming meeting along with an agenda;
- The agenda will include the number of applications requiring a decision.

¹ Appointed by General Manager People and Culture

² Appointed by the Chief Officer

- No meeting minutes will be taken however the decision outcome, recommendations and reasons will be recorded.
- The Disclosure Officer will provide the WWCC Adverse Notice panel recommendations to the Chief Officer within two (2) business days of the panel meeting.

Document Storage

The Disclosure Officer will be responsible for managing and storing all documents in accordance with the Privacy Standard PROV Standard PROS11/01.

Related Documents

Volunteer National Police Record Check Procedure

Volunteer Working with Children Clearance Adverse Notice Procedure

[Conflict of Interests & Private Interests executive policy](#)