

Australian Capital Territory

Victims of Crime (Coordinator Appointment) 2007 (No 1)

Disallowable Instrument DI2007-294

made under the

Victims of Crime Act 1994, s15 Appointment of Coordinator

1 Name of instrument

This instrument is the *Victims of Crime (Coordinator Appointment) 2007 (No. 1)*.

2 Appointment of Coordinator

I appoint:

Robyn Holder

as Victims of Crime Coordinator, commencing on 22 May 2007 and ending on 21 May 2010 upon the conditions in the attached schedule.

Simon Corbell MLA
Attorney General
3 DEC 2007

Schedule to the Appointment of Robyn Holder as Victims of Crime Coordinator

Conditions

1. Functions and Powers

- a) The duties of the Victim of Crime Coordinator (VOCC) shall be to perform the functions provided for in section 7 of the *Victims of Crime Act 1994* (Act) and to exercise the powers permitted by law for the performance of those functions.
- b) Subject to the direction of the chief executive, the person performing the role of VOCC shall also perform the following functions in the public service:
 - i. administer the Victims Services Scheme;
 - ii. administer the business unit known as Victim Support ACT;
 - iii. participate in such other initiatives as the chief executive may reasonably nominate.
- c) The person performing the role of VOCC shall also perform such other duties as may be given to the person by the Executive or the Minister.
- d) To remove any doubt, these conditions apply to all the functions and powers referred to in this clause as if they were functions and powers of the VOCC.

Example

The Minister may appoint the person who happens to be the VOCC as the domestic violence project coordinator under the *Domestic Violence Agencies Act 1986*. If the Minister makes such an appointment, these conditions apply to the person while performing the functions of that position, subject to any other conditions that may be stated in the separate instrument of appointment.

2. Same conditions as SOG B

Subject to these conditions, the VOCC shall hold that position for the term of the appointment, and shall perform the functions and exercise the powers referred to in clause 1, upon the same conditions as to remuneration, allowances and entitlements as applied on 22 May 2007 to a public servant in the Department of Justice and Community Safety having the classification of a Senior Officer Grade B in the Australian Capital Territory Public Service and after that date upon the conditions of that classification as varied from time to time.

3. Allowance

The VOCC shall be paid an allowance in the amount of \$10,000 per annum for the performance of the duties referred to in clauses 1(b) and (c). The

allowance may only be paid pro rata in fortnightly instalments, and counts as salary for all purposes.

4. **Attendance**

The VOCC shall attend regularly to the duties referred to in clause 1(a) and, subject to the necessary performance of any duties and conditions of appointment for the purposes of clauses 1(b) and (c), shall attend to the duties of VOCC on a full time basis.

5. **Absence from Duties**

If the VOCC is unable to perform the duties referred to in these conditions for any reason, the VOCC shall inform the Chief Executive of the Department of Justice and Community Safety of the VOCC's inability, and the reasons for such inability, to perform those duties.

6. **Other Employment**

The VOCC may, if the Chief Executive of the Department of Justice and Community Safety so approves, engage in activities, whether for remuneration or otherwise, other than those relating to the duties referred to in clause 1. Before engaging in any activity that could conflict with the proper performance of the VOCC's duties, the VOCC must inform the Chief Executive of the Department of Justice and Community Safety in writing and seek his or her written approval to engage in such activities.

7. **Travel Outside ACT**

Subject to appropriate prior consultation by the VOCC with the Minister (in the case of overseas travel) or the Chief Executive of the Department of Justice and Community Safety, the costs of travel necessarily incurred in the course of the performance of the duties of the VOCC shall be met from available funds from the budget allocated to the VOCC by the chief executive. Any travel outside of the Territory will be in accordance with the Department's Travel and Related Services Policy. The standard of travel shall be the standard provided to an officer having a classification of Senior Officer Grade B in the Department of Justice and Community Safety in the Australian Capital Territory Public Service.

8. **Administrative Matters**

For the purposes of exercising any power or duty under the *Public Sector Management Act 1994* or otherwise relating to administrative matters, the VOCC will obtain any necessary approval from the Chief Executive of the Department of Justice and Community Safety or the Chief Executive's delegate.

9. **Property and Confidentiality**

Subject to applicable legislation, all documents, papers and materials that come into the possession of the VOCC during the term of the VOCC's appointment as a result of the performance of any duties referred to in these conditions shall remain the property of the Territory and the VOCC shall keep such documents, papers and materials and the information contained in them confidential.

10. **Copyright**

The copyright in any document or material produced by the VOCC as a result of the performance of duties referred to in these conditions shall remain the property of the Territory.

11. **Superannuation**

If the VOCC is, or becomes, a contributing member of the Commonwealth Superannuation Scheme (CSS) or the Public Sector Superannuation Scheme (PSS), the Territory will pay such employer superannuation contributions as are required by law to be paid to that scheme. If the VOCC is not a member of either the CSS or PSS, the VOCC may direct superannuation contributions to a nominated superannuation fund compliant with all relevant superannuation legislation.

12. **Review**

The VOCC and the Chief Executive of the Department of Justice and Community Safety or his/her delegate, shall review these terms and conditions annually. However, any revised terms and conditions shall not be implemented unless and until they are approved and incorporated into this instrument of appointment.