

Part II Information Statement

The following statements outline how JCV is satisfying its legal obligation to make information readily available to the public.

Statement 1: Organisation and functions

For information with respect to Judicial College of Victoria, its functions and organisational structure refer to the following sections on this website:

- **About Us**
- **Our Future**
- **Staff of the College**

Legislation

The Judicial College of Victoria was established by the Judicial College of Victoria Act 2001 and commenced operation in November 2002.

For a full list of Victorian legislation, visit the **Victorian Legislation and Parliamentary Documents website**.

Contact us

The public can provide feedback via this website's feedback form or write directly to the Judicial College of Victoria seeking information on any aspect of its operations. Correspondence can be addressed to either the Chief Executive Officer of Judicial College of Victoria or the Director, College Development and Corporate Services.

*Judicial College of Victoria
7/223 William Street
Melbourne, VIC, 3000*

Statement 2: Categories of documents

The Judicial College of Victoria creates a large number of documents and records in the course of its work.

Document types

The types of documents that Judicial College of Victoria handles include, but are not limited to:

- policies, procedures and standards
- briefings and reports
- registers
- correspondence
- legal commentary
- event designs
- meeting records
- financial records

Statement 3: Freedom of Information arrangements

Under the FOI Act, members of the public have the right to request information and access documents about their personal affairs and the activities of Judicial College of Victoria.

A freedom of information request needs to be made in writing. Requests for documents in the possession of Judicial College of Victoria should be addressed to:

*Freedom of Information
Judicial College of Victoria
7/223 William Street
Melbourne, VIC, 3000*

To lodge an online freedom of information request, or for further information about how to make a request, visit the **Freedom of Information website** or call 03 9032 0762.

The resource locations and content presented within the Freedom of Information Part II Statements provide a snapshot of the information that is available and are not an exhaustive representation.

Category/topic	Resource location
Information on how to make a freedom of information request.	FOI website

Category/topic	Resource location
General information and assistance with freedom of information specific to Judicial College of Victoria	JCV website
Lodge an online freedom of information request and find general information on lodging requests. Whole of Victorian Government freedom of information web resource	FOI website

Statement 4: Publications

Publications of the Judicial College of Victoria are available in the following sections of this website:

- **Annual Report**
- **College Prospectus**
- **Publications**

Enquiries should be directed to:

*Director, College Development and Corporate Services
Judicial College of Victoria
7/223 William Street
Melbourne, VIC, 3000*

Statement 5: Rules, policies and procedures

As part of Court Services Victoria, the Judicial College of Victoria adopts the rules, policies and procedures of Court Services Victoria.

To receive a copy of the CSV Information Privacy Policy or the CSV Protected Disclosures Procedures please contact:

*Manager Legal and Executive Services
Court Services Victoria
PO Box 13193
Law Courts VIC 8010*

Statement 6: Report literature

Judicial College of Victoria has not published any final reports or records of decisions in relation to policy to date. The Judicial College of Victoria Annual Report is available in the About Us section of this website.

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