

Part II Information Statement

The following statements outline how the Judicial College of Victoria (the College) is satisfying its legal obligation to make information readily available to the public.

Statement 1: Organisations and functions

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

- [About Us](#)
- [Board and Leadership](#)

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 College seeking information on any aspect of its operations. Correspondence can be addressed to Samantha Burchell, Chief Executive Officer of the Judicial College of Victoria.

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

Statement 2: Categories of documents

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

Documents types

The types of documents that the College 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 agreements

Under the *Freedom of Information Act 1982*, members of the public have the right to request information and access documents about their personal affairs and the activities of the College.

A freedom of information request needs to be made in writing to the agency that holds the documents being requested. Requests for documents in the possession of the College 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](#).

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

- [Annual Report](#)
- [Resources](#)

Enquiries should be directed to:

*Director 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 (CSV), the Judicial College of Victoria adopts the rules, policies and procedures of CSV.

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

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

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