

Part II Information Statement

The *Freedom of Information Act 1982* (the FOI Act) gives you the right to request access to documents held by the Judicial College of Victoria (the College).

The College is required by Part II of the FOI Act to publish the below statements. These statements provide a snapshot of the types of information and documents that the College holds, how to access this information and locate publicly available information, and how to make a request for access under the FOI Act.

Statement 1: Organisation 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

Email: info@judicialcollege.vic.edu.au

Statement 2: Categories of documents

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

Document 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 arrangements

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 | 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 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: Policies and procedures

In performing its functions, the College does not provide services directly to the public.

College policies and procedures impacting members of the public will be provided as appropriate.

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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