

# VICTORIAN LEGAL ADMISSIONS BOARD

## FREEDOM OF INFORMATION

### PART II INFORMATION STATEMENT

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#### Dated

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2 January 2019

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#### Summary

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Agencies, including The Victorian Legal Admissions Board, are required to publish a list of documents and information in accordance with Part II of the Freedom of Information Act 1982 ("FOI Act") ([http://www.austlii.edu.au/au/legis/cth/consol\\_act/foia1982222/%20](http://www.austlii.edu.au/au/legis/cth/consol_act/foia1982222/%20)). A Part II Information Statement contains information relating to types of documents held by an agency, what the agency does and how a person can access the information they require.

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#### Background

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The purpose of Part II of the Freedom of Information Act 1982 is to assist the public to exercise the right to obtain access to information held by agencies. The Part II Information Statement provides information in relation to what the agency does, how it acts, what information it holds and how to access the information.

This Statement comprises six categories of documents listed in Statements 1-6:

- Statement 1 - Organisation and Functions
- Statement 2 - Categories of Documents
- Statement 3 - FOI Arrangements
- Statement 4 - Publications
- Statement 5 - Rules, Policies and Procedures
- Statement 6 - Report Literature

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#### Note

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The resource locations and content presented within the overall Victorian Legal Admissions Board Part II Information Statement provides only a snapshot of the information that is available and is by no means an exhaustive representation.

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#### Contacts

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The Victorian Legal Admissions Board  
Ground Floor, 451 Little Bourke Street  
Melbourne, VIC, 3000  
Ph: 03 9604 2451  
Fax: 03 9604 2414  
Email: [vlab@justice.vic.gov.au](mailto:vlab@justice.vic.gov.au)  
Web: [www.lawadmissions.vic.gov.au](http://www.lawadmissions.vic.gov.au)

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## Freedom of Information Statement 1: Organisation and Functions

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The Legal Profession Uniform Law Application Act 2014 (the **Act**), The Legal Profession Uniform Law (the **Law**) and The Legal Profession Uniform Admission Rules 2015 (the **Admission Rules**) came into operation on 1 July 2015.

The Admission Rules specify the academic qualifications and practical legal training prerequisite for admission, the accrediting and reaccrediting of law courses and providers of practical legal training and the procedural requirements for admission to the legal profession.

Under an Instrument of Delegation the Victorian Legal Admissions Board (VLAB) established the Victorian Legal Admissions Committee (VLAC) to assess applicants for admission in Victoria and to grant Compliance Certificates under s19 of the Uniform Law and grant declarations of early assessment and suitability.

The Victorian Legal Admissions Board has three other functions:

1. To approve and oversee Supervised Legal Training under the Rules.
2. To arrange the admission in Victoria of admitted practitioners from New Zealand pursuant to the Mutual Recognition Principle pursuant to The Trans-Tasman Mutual Recognition Act 1997 [http://www.austlii.edu.au/au/legis/cth/consol\\_act/tmra1997350/](http://www.austlii.edu.au/au/legis/cth/consol_act/tmra1997350/) and The Mutual Recognition (Victoria) Act 1998 [http://www.austlii.edu.au/au/legis/vic/consol\\_act/mra1998310/](http://www.austlii.edu.au/au/legis/vic/consol_act/mra1998310/)
3. To arrange the appointment by the Supreme Court of qualified persons to be Public Notaries pursuant to the Public Notaries Act 2001 (No. 52 of 2001) [http://www.austlii.edu.au/au/legis/vic/consol\\_act/pna2001171/](http://www.austlii.edu.au/au/legis/vic/consol_act/pna2001171/) .

The Victorian Legal Admissions Board develops a range of policies and procedures. As they are developed, our website is used to enable the public to view and provide feedback.

Information relating to Victorian Legal Admissions Board organisation and functions can be found on our website <https://www.lawadmissions.vic.gov.au/about-us/board-memberships> and at various locations such as The Department of Justice and Community Safety Statement <http://www.justice.vic.gov.au/> Members of the public can also write directly to The Victorian Legal Admissions Board seeking information on any aspect of our operations.

Chief Executive Officer  
Victorian Legal Admissions Board Ground Floor  
451 Little Bourke Street  
Melbourne, VIC, 3000

Telephone enquiries can be made on 03 9604 2451.

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## **Freedom of Information Statement 2: Categories of Documents**

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The Victorian Legal Admissions Board creates a large number of documents and records in the course of their work. It uses both a hard copy filing and electronic document & records management system to classify, store, access and manage a broad range of electronic and hard copy documents.

### **Document Types**

The types of documents that the Victorian Legal Admissions Board handle include:

- Policies and procedures
- Candidate files including police reports, academic and practical legal training conduct reports, academic transcripts, practical legal training completion certificates, certificates of fitness and good standing, statutory declarations amongst other documents
- Correspondence in both electronic and hard copy formats
- Meeting records
- Financial records

### **Document Categories**

All documents housed by Victorian Legal Admissions Board are organised according to our document & records management system.

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## Freedom of Information Statement 3: FOI Arrangements

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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 Victorian Legal Admissions Board.

A Freedom of Information (FOI) request needs to be made in writing to the agency that holds the documents being requested. Requests for documents in the possession of The Victorian Legal Admissions Board should be addressed to:

Freedom of Information Officer  
Victorian Legal Admissions Board  
Ground Floor  
451 Little Bourke Street  
Melbourne, VIC, 3000

Telephone enquiries can be made on 03 9604 2451.

Information relating to how to make a request and how The Victorian Legal Admissions Board receives and processes FOI requests, can be found at various locations including those listed below.

Category/Topic	Resource Location
Information on how to make an FOI request / how the Victorian Legal Admissions Board is complying with FOI obligations	Freedom of Information section of our website <a href="http://www.lawadmissions.vic.gov.au/privacy/freedom_of_information-1/">http://www.lawadmissions.vic.gov.au/privacy/freedom_of_information-1/</a>
General information and FOI assistance specific to the Department of Justice and Community Safety	Freedom of Information section of the Department of Justice and Community Safety website <a href="http://www.justice.vic.gov.au/home/your+rights/freedom+of+information/">http://www.justice.vic.gov.au/home/your+rights/freedom+of+information/</a>
Online FOI lodgement/general information on lodging requests/ Whole of Victorian Government FOI web resource	Victorian Government FOI Online <a href="http://www.foi.vic.gov.au/">http://www.foi.vic.gov.au/</a>

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## Freedom of Information Statement 4: Publications

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The Victorian Legal Admissions Board has various information available on its website [http://www.lawadmissions.vic.gov.au/privacy/freedom\\_of\\_information-1/](http://www.lawadmissions.vic.gov.au/privacy/freedom_of_information-1/) . Details are provided about alternate means of obtaining a copy of the relevant documents at the bottom of each web page. Should a translation be required, please advise our office.

Category/Topic	Resource Location
Publications produced	<a href="https://www.lawadmissions.vic.gov.au/about-us/policies-and-reports">https://www.lawadmissions.vic.gov.au/about-us/policies-and-reports</a>
List of additional information available on request	Chief Executive Officer Victorian Legal Admissions Board Ground Floor 451 Little Bourke Street Melbourne, VIC, 3000 Ph: 03 9604 2451

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## Freedom of Information Statement 5: Rules, Policies and Procedures

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The Victorian Legal Admissions Board publish selected policies and procedures online such as Admissions Rules, Board Procedures, Freedom of Information, Accessibility and Privacy Policies.

As there are additional documents containing rules, policies and procedures that are not currently available online, requests can be submitted directly to the agency.

Chief Executive Officer  
Victorian Legal Admissions  
Board Ground Floor  
451 Little Bourke Street  
Melbourne, VIC, 3000

Ph: 03 9604 2451

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## Freedom of Information Statement 6: Report Literature

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The Victorian Legal Admissions Board have a range of reports and records of decisions relating to policies and the administration of policy. Various policies and procedure are published on our website <https://www.lawadmissions.vic.gov.au/about-us/policies-and-reports>

All other documents may be available upon request subject to FOI requirements to:

FOI Officer  
Victorian Legal Admissions Board Ground Floor  
451 Little Bourke Street  
Melbourne, VIC, 3000

Ph: 03 9604 2451