

Part II Information Statements

Statement 1 – Organisation and functions

The Legal Services Board (Board) is the peak statutory regulator of the legal profession in Victoria. The Legal Services Commissioner (Commissioner) is the CEO of the Legal Services Board and is also a statutory authority in its own right responsible for handling complaints about lawyers in Victoria.

The organisational chart for the Board and the Commissioner can be found in the Commissioner's [annual report](#).

Decision making powers of the Board and the Commissioner are principally derived from the [Legal Profession Act 2004](#) (the LPA). The annual reports for the Board and the Commissioner detail the legislation they administer.

The Board develops a range of policies and practices for the legal profession in Victoria. As they are developed the professional associations are consulted – the professional associations for lawyers are the Law Institute of Victoria and the Victorian Bar Association. The Board is also constituted by persons representing a range of interests, including consumer interests. The LPA specifically requires the Board to notify the public when it proposes to make or approve legal profession rules. The public are then entitled to make submissions on the rules.

Members of the public can also write directly to the Board and Commissioner seeking information on any aspect of their operations.

There is a publications page on both the Board and Commissioner websites. Additionally there is a room in the office (level 9, 330 Collins Street) where the public can visit and read official publications.

Statement 2 – Categories of documents

The types of documents that the Board and the Commissioner handle include:

- Policies, procedures and guidelines
- Briefings and reports
- Complaint files
- Registers
- Correspondence
- Meeting records
- Financial records

The categories of documents that the Board and the Commissioner hold are listed in the [FOI Policy](#). They include:

Board

- Fidelity fund administration
- Trust account administration
- Grants administration
- Legal professional rules management

Commissioner

- Disciplinary investigations
- Dispute resolution
- Human resources

Statement 3 – FOI arrangements

A summary of the way in which the Board and the Commissioner handle FOI matters is detailed in the [FOI Policy](#).

The Board and the Commissioner's annual reports also contain information relating to FOI and the handling of FOI requests.

Statement 4 – Publications

The Board and the Commissioner produce a wide range of publications, many of which can be accessed on the publications page of their websites.

Information specified by Financial Reporting Direction 22B is specified in the Annual Reports of the Board and Commissioner, available on their respective websites. The information specified is made available on request to relevant Ministers, Members of Parliament and the public (subject to FOI requirements, if applicable).

Enquiries should be directed to:

[Communications Adviser](#)

Statement 5 – Rules, policies and procedures

The websites of the Board and the Commissioner contain many publications including policies, procedures and rules.

Decision making powers of the Board and the Commissioner are contained principally in the [LPA](#). Their respective annual reports also list the legislation they administer.

Please contact the [Communications Adviser](#) to obtain rules, policies and procedures.

Statement 6 – Report literature

This section illustrates examples of where the Board and the Commissioner publish final reports and records of decisions relating to policy.

Information specified by Financial Reporting Direction 22B is specified in the Annual Reports of the Board and Commissioner, available on their respective websites. The information specified is made available on request to relevant Ministers, Members of Parliament and the public (subject to FOI requirements, if applicable).

Examples are listed below.

Board

- Register of Disciplinary Action
- Register of Practitioners

- Annual Reports
- Website – Publications page

Commissioner

- Annual Reports
- Website – Publications page
- Roundtable Reports

Enquiries should be directed to:

[Communications Adviser](#)