

2018/19  
**ANNUAL  
REPORT**





### About the artwork

Watercolour illustrations on the cover and throughout are by artist, Anita Mertzlin.

The cover arrangement is of native yam daisies, blackwood wattle and cauliflower bush (also known as dogwood or riceflower bush) entwined with a golden thread. The collection of vegetation represents some of the key events of this year at the College - our reach into regional Victoria, the focus on wellbeing and the inspirational writing and teaching of Aboriginal author Bruce Pascoe. The golden thread symbolises how the College's work 'runs through everything', including the highlights captured on the pages of this report.

Illustrations on page 8 and 23 are by Bea Crespo, *The Illustration Room*.

Design by Ron Whitfield, *Bright Design Studio*.

Architectural photography by Sarah Anderson Photography.



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## About the College

*We are a trusted place where the judiciary come to share knowledge, wisdom and expertise. Where different people's voices are truly heard. A place where learning never stops.*

Established in 2002, the College was founded on the idea of peer education. This principle continues to be our guiding light. Judicial officers drive and shape the innovative and varied educational programs we provide. Our publications are also judge-led, allowing us to write and publish a range of authoritative resources. These are highly valued by both the judiciary and the legal profession. We understand the scarcity of judicial time and aim to maximise the value of every hour of judicial education, and to provide only the most carefully selected information and experiences.

The complexity of our environment requires us to work with other disciplines and multi-disciplinary teams to provide a complete learning experience. Our programs bring presenters who have a wide range of experiences to share – from experts in their fields to those with lived experience of the justice system.

As the judicial role becomes more challenging, so too the College is constantly responding and evolving. Our work ensures judicial officers in all Victorian jurisdictions are:

- Aware of the nature and expectations of the judicial role
- Up-to-date with the latest developments in the law
- Knowledgeable about judicial practice and the judicial process
- In touch with pressing community and social issues
- Able to understand how cultural factors may be relevant to court proceedings
- Equipped to manage the unique pressures of judicial office and maintain wellbeing
- Able to enhance their practical skills, particularly their capacity to communicate clearly and listen actively
- Effectively managing their courtrooms and use and understand new technologies.

## College Board

The College Board comprises the heads of the six jurisdictions and two Attorney-General appointees. The Board meets four times a year to set the College's strategic direction, oversee operations and ensure that the College's work meets the education needs and priorities of their judicial peers.

### Heads of Jurisdiction

#### Chief Justice Anne Ferguson

Chief Justice of the Supreme Court of Victoria  
(Chair)

#### Justice Peter Kidd

Chief Judge of the County Court of Victoria

#### Justice Michelle Quigley

President of the Victorian Civil and Administrative Tribunal

#### Judge Peter Lauritsen

Chief Magistrate of the Magistrates' Court of Victoria

#### Judge Amanda Chambers

President of the Children's Court of Victoria

#### Judge Sara Hinchey

State Coroner, Coroners Court of Victoria  
(to 17 August 2018)

#### Magistrate Iain West

Acting State Coroner, Coroners Court of Victoria  
(from 18 August 2018 to 15 April 2019)

#### Magistrate Caitlin English

Acting State Coroner, Coroners Court of Victoria  
(from 16 April 2019)

### Directors appointed by the Governor in Council on the nomination of the Attorney-General

#### Emeritus Professor Arie Freiberg AM

being a person who 'has experience as a member of the academic staff of a tertiary or other educational institution'

#### Mr Greg Lee

being a person who has 'broad experience in community issues affecting courts.'

## From the Chair



*‘Victoria leads the way in continuing education for its judiciary, both in Australia and internationally.’*

Now in its sixteenth year, the Judicial College of Victoria continues to provide an essential resource to the judicial officers of this State.

This year saw many changes in the legal landscape – from bail reform to standard sentencing to changes to guardianship laws and a new intermediaries scheme. What does not change is the College’s position as a trusted source of reliable information and its vital role in keeping the judiciary up to date with helpful tools and resources.

The College continues to create programs of a high calibre for judicial officers. These encompass a wide range of cross-jurisdictional programs and court conferences. In the past year, programs have also targeted important issues such as family violence and judicial wellbeing, and focused not just on providing information, but also on building skills for those involved. While some programs address the needs of specific jurisdictions, others provide an opportunity for people to come together and share their judicial experience across different courts and the Victorian Civil and Administrative Tribunal.

In the past financial year, the College has for the first time delivered programs across regional Victoria. Courts are an important part of the fabric of regional communities, with programs in Shepparton and the Latrobe Valley developed in consultation with judicial officers and local bodies to ensure they were tailored to local needs. I was also very pleased to take part in a range of programs developed by the College to address the needs of the judiciary in relation to leadership and governance to support the role we play in managing organisations.

Victoria leads the way in continuing education for its judiciary, both in Australia and internationally.

I look forward to the continuing work of the College, and on behalf of the Board I acknowledge the fine work of the Chief Executive Officer, Samantha Burchell, and her dedicated staff.

I would like to thank all those who have contributed to the work of the College this year, including the many speakers who have shared their knowledge and experience and members of the judiciary who gave their time generously to assist their colleagues.

Finally, in accordance with the *Financial Management Act 1994*, I am pleased to present the Judicial College of Victoria’s Annual Report for the year ending 30 June 2019.

A handwritten signature in black ink, appearing to be 'Anne Ferguson', written in a cursive style.

**The Honourable Chief Justice Anne Ferguson**  
Supreme Court of Victoria  
Chair of the College

## From the Chief Executive Officer



*'... the golden thread metaphor... has come to represent a valuable, continuous, unifying element imbedded in the fabric of something.'*

Recently, during a discussion about the Victorian court system, I heard the Judicial College described as the 'golden thread that runs through everything'. It was a striking thing to say and prompted me to seek out the origins of the 'golden thread' metaphor.

Until now, I had mostly associated it with the fictional barrister Horace Rumpole, who referred ad nauseum to the golden thread in addresses to the jury, thereby exasperating the judges of the Old Bailey.

Rumpole, despite all sorts of personal foibles, used the golden thread to emphasise his own sense of professional moral fibre, namely, an unshakable belief in the presumption of innocence. Rumpole's alter ego, John Mortimer QC, borrowed the metaphor from the famous speech of the then Lord Chancellor of Great Britain, Viscount Sankey in the House of Lords case, *Woolmington v DPP* (1935) AC 462; [1935] UKHL 1. Viscount Sankey clearly understood the power of metaphor and described the presumption of innocence as a singular golden thread seen throughout the 'web' of the English criminal law.

It may be legal myth-making, but the possible origin of the golden thread before *Woolmington* has been said to lie in Greek mythology and, in particular, the story of Ariande who gave Theseus a ball of thread to help him find his way out of the Minoan Labyrinth after he killed the Minotaur, thus leading him out of the maze-like characteristics of the criminal law.<sup>1</sup>

As well, in 1859, the legally-minded Charles Dickens also used the golden thread metaphor in *A Tale of Two Cities*, to suggest a strong bond of familial love through the golden-haired character, Lucie.

Whether the pedigree of the golden thread metaphor lies in the common law or in fiction or myth, it has come to represent a valuable, continuous, unifying element imbedded in the fabric of something.

In this way, the golden thread is an apt metaphor for the College.

No matter what changes occur in the Victorian legal system or what issues are pressing, the College provides essential and continuous learning and support; as well as relevant, reliable information as a sound knowledge base. We do so across every Victorian jurisdiction, court and tribunal alike, keeping judicial officers as well as the wider legal profession abreast of changes in law and society. We also offer opportunities for further developing leadership and collegiality which is critical to wellbeing in the judiciary and the wider court system. And increasingly we are weaving our work into the regional communities across the State, educationally strengthening the courts outside the CBD and metropolitan Melbourne.

All of this makes the College integral to the fabric of the Victorian court system.

The following pages of this Report speak for themselves as to the work of the College for 2018-19. I simply want to add my thanks to the cast of many who make the College what it is – Chief Justice Ferguson and members of the Board, the judicial officers and many other people who share their knowledge, wisdom and expertise and give voice to their experiences, and the wonderful, committed staff of the College who bring it all together with thoughtfulness and care. A golden weave, indeed.

A handwritten signature in black ink, appearing to read 'Samantha Burchell'.

**Samantha Burchell**  
Chief Executive Officer

<sup>1</sup> Lisa Silver, 'The Golden Thread Metaphor: Section Six And The Other Presumption Of Innocence Episode Nine of the Ideablwg Podcasts on the Criminal Code of Canada – Text Version!', Ideablwg (Blog Post, 17 November 2013) /www.ideablwg.ca/blog/2013/11/17/the-golden-thread-metaphor-section-six-and-the-other-presump.html

## Our work: Leading the justice system

Respecting the independence of the judiciary, and supporting those who lead our justice system, has been a focus of the past year.

The College has brought to the judiciary speakers of exemplary wisdom to tackle the challenges of the role. Leaders of the courts' executive have also benefited from programs designed to assist in the complexities of their role running the courts.

*'Robust and vigorous legal debate is common in the courtroom, but judges across all jurisdictions must always be mindful to treat people with respect and dignity.'*

– Chief Justice Anne Ferguson

Visiting UK professor in leadership, Dr Peter Shaw CB, brought his inimitable style and wisdom in many forums across different jurisdictions for a fortnight of leadership coaching. Dr Shaw, long-time advisor to former Lord Chief Justice of England and Wales, the Right Honourable Lord John Thomas of Cwmgiedd, brought his vast experience of public and private sector ethical leadership to the Victorian context. Many are still musing on 'P.S. moments' gleaned from the one-on-one interviews with Dr Shaw. In his presentation on **the Gift of Frustration** in February, Dr Shaw described frustration as a powerful driver. He also explored the idea of resilience, and invited people to think about how they maintain their physical, emotional, intellectual and spiritual resilience.

The College tackled head-on the issues around judicial bullying, hosting a seminar with Dr Matt Collins AM QC, President of the Victorian Bar, to discuss the results of the Victorian Bar's first ever wellbeing survey. The College provided a welcoming environment to allow for an exchange of ideas on this important topic. As a result, all Victorian Courts are adopting protocols to deal with instances of judicial bullying.



Dr Peter Shaw CB and Justice Chris Maxwell AC, President of the Court of Appeal

*'Intuitive sense is distilled wisdom'*  
– Dr Peter Shaw

Over subsequent months, the College conducted a suite of seminars, bringing Australian and international views on what it means to lead well.

New Zealand Chief Justice the Right Honourable Dame Sian Elias GNZM shared her country's perspective on judicial bullying. Her insights were many, including a sense that the bench should be glad to have these results, so that changes can be made.

Anchoring her message in obligations of natural justice and procedural fairness, she reminded those present to cultivate insight into the impact of our decisions on the lives of others. Finally, she recommended a clear process for responding to claims of judicial bullying, with her own reflections on handling complaints in the past.

Professor Abbe Smith, Director of the Criminal Defence and Prisoner Advocacy Centre, Georgetown University, spoke to an audience of court leaders at a Supreme Court lunch in December. Her topic, **Judicial Conduct in the Age of Fear and Anger**, brought a unique perspective from the United States. Professor Smith also spoke of her personal experience as counsel in difficult interactions with judges – all with insight, wit and passion.

In March, heads of jurisdiction, in their capacity as members of Courts Council attended a specially developed **Good Board Governance** program. This was led by Mr Graham Bradley AM, fellow of the Australian Institute of Company Directors, to discuss principles of good board governance in the courts context.



## Our work: Judicial wellbeing

In Carly Schrever, the College has the leading researcher on the subject of judicial wellbeing. The College supports this research, focussing on developing world class judicial wellbeing programs.

In November, the *Australian Law Journal*<sup>1</sup> published the first article about Carly's research, a preview of the findings about the nature, prevalence and severity of stress and wellbeing among a sample of 152 judicial officers from five Australian courts spanning the court hierarchy from summary to appellate level. This is the only empirical data measuring judicial stress in Australia, and has been widely reported in the media.

In May, the *Journal of Judicial Administration*<sup>2</sup> published the first tranche of Carly's findings, reporting that Australian judicial officers as a whole experience elevated rates of moderate to high non-specific psychological distress compared to the general population and the barrister arm of the legal profession. However, their rates of psychological ill-health (defined as depressive and anxious symptoms) are similar to those of the general population, which is dramatically lower than all levels of the legal profession.

The next phase of the research is to compare levels of stress and wellbeing among different groups of judicial officers. These findings will be published in forthcoming articles.

Carly's research lays the foundation for an educational response, which the College has taken up.

In the past year, we have worked closely with the Magistrates' Court and County Court to understand and document each Court's specific wellbeing issues and to consider initiatives that will best respond to these. As a result, the Magistrates' Court's Judicial Wellbeing Committee developed a Judicial Wellbeing Strategic Plan.

As judicial interest in the wellbeing conversation grows, and demand increases for tailored and evidence-based programs in this area, the College has deepened its capacity.

Psychologist and family therapist, Sally Ryan, has joined the College as a second Judicial Wellbeing Advisor. Sally has worked as a clinician, trainer and manager in community and mental health services, and has experience building the capacity of systems and individuals working in youth justice. Sally brings great strengths to the College, with her skills as a facilitator and ability to develop programs that achieve their aims. In Sally's view, education has a powerful link with wellbeing:

*'In complex work roles, feeling confident in one's own skill to do the job well contributes to job satisfaction. This balances against the potential risks of working in trauma saturated environments.'*

– Sally Ryan, Judicial Wellbeing Advisor

Our wellbeing work is in demand both around Australia and internationally. This year, Carly was engaged by the Chief Judge of the District Court of New Zealand to develop and deliver full-day wellbeing workshops in four cities. Judge Frank Gucciardo of the County Court co-presented with Carly and gave an Australian judicial perspective.

In June, the College ran its two-day **Judicial Peer Support** program. This intensive program is designed to give participants the information and skills necessary to identify and support a colleague in distress. It recognises the deeply collegiate nature of the judiciary and that a peer is often the first port of call in a difficult situation. Judicial officers from the Federal jurisdictions, and overseas delegates from Singapore, Korea and the United Kingdom, also attended the program.

*'Traditionally judges were viewed as isolated from the community and isolated from each other by hierarchy. That's not good for us. It's not good for the community either. Connection is better for us and better for the community.'*

*'This program is really important because it teaches us how to build those conversations we need to have. It enables us to move from a place where we might feel quite powerless about what to do when we see a colleague struggling, to a place where we can purposefully and compassionately provide assistance. That makes us better people. It makes us better judges.'*

– Associate Justice Mary-Jane Ierodionou



Carly Schrever,  
Judicial Wellbeing Advisor



<sup>1</sup> Justice François Kunc (ed), 'Current Issues' (2018) 92(11) *Australian Law Journal* 855.

<sup>2</sup> Carly Schrever, Carol Hulbert and Tania Sourdin, 'The Psychological Impact of Judicial Work: Australia's First Empirical Research Measuring Judicial Stress and Wellbeing' (2019) 28(3) *Journal of Judicial Administration* 141

## Our work: In the regions

The College has made a concerted effort to reach out to judicial officers across regional Victoria, recognising the increased potential for isolation in the judicial role for those who work outside the CBD and metropolitan Melbourne.

The point of difference with our regional programs is their acknowledgement of the many participants within a regional community who work together in the justice system. Educating across these groups aims to help create change and better outcomes in some of Victoria's most disadvantaged areas.

Our first regional education programs were held in Shepparton and the Latrobe Valley. We visited these regions to consult with judicial officers and relevant local groups to ensure that the programs were tailored to meet their needs.

### Shepparton

In November and May the College delivered two days of a three-part professional development program for the multi-disciplinary team in the newly implemented Specialist Family Violence Court in Shepparton. The third program followed in August and the College will also deliver this program for the Ballarat Specialist Family Violence Court by the end of 2019.

This work forms part of our family violence education strategy and reflects the emphasis placed by the Royal Commission into Family Violence on the importance of a specialist, integrated and multi-disciplinary approach to tackling family violence.

At our Shepparton program, participants came from a diverse range of organisations across the community and included several local magistrates. The program was opened by the Honourable Marcia Neave AO, former Commissioner of the Royal Commission into Family Violence who spoke about the need to 'break down silos... and work together to solve this terrible social problem'.

*'You and your team put together an excellent program, the best I have ever seen provided to courts anywhere, and I sincerely hope that it can be rolled out to other new Family Violence courts.'*

– Catherine Plunkett, Manager, Practice Development Unit, Domestic Violence Victoria

### A regional perspective on family violence training

Following our first multi-disciplinary family violence training in Shepparton, a Court Registrar wrote how a Court Security Officer put his learning into practice:

*'Our G4S security were identified early on as participants who should be attending all aspects of Specialist Family Violence Court training. These are guys who are used to being bouncers at our local pubs, young and just here to do their job. The training specifically made reference to the importance our security presence and attitudes can make.'*

*After the College's day of training, a woman applicant in a family violence matter arrived at Shepparton Magistrates' Court, distressed and vocal, worried about her partner in custody and wailing that 'she didn't want any of this to happen', swearing and very agitated.*

*The response of the security guards was informed by their training. They reflected, 'see that was why the training was so good for me. Normally I would have told her not to speak to you [the Registry staff] like that, and to get out of the building'. Instead, they spoke with her, she said she probably just needed a coffee. The security guard observed, 'did you notice she kept minimising what he had done? I think she is afraid about what he will do to her if he gets out of custody.'*

The Registrar's take?

*'These young men, sometimes the first interaction a person may have with the court system, are so important. This, just this one interaction, makes Friday so worth it.'*



The Honourable Marcia Neave AO





Judge Amanda Chambers

*‘It was wonderful to have an opportunity to engage in learning together and to connect with a shared commitment to improving outcomes for young people and for the community.’*

*– Judge Amanda Chambers, President of the Children’s Court of Victoria*

**Latrobe Valley**

In March the College travelled to Traralgon to deliver a multi-disciplinary education program for the Latrobe Valley Children’s Court as part of a roll out of youth justice education.

We designed the program with a deep appreciation that it was the first coordinated education forum that the Latrobe Valley Children’s Court community had attended together. It emphasised strengthening relationships between organisations and the young people they work with, founded on the knowledge that the success of any multi-disciplinary team relies upon effective collaboration from the outset.

Participants included the Regional Coordinating Magistrate, Court staff, police, lawyers and representatives from Youth Justice, the Department of Education and Training, Child Protection and a variety of local youth support services. The day was opened by Judge Amanda Chambers, President of the Children’s Court who outlined the current landscape of youth justice in Victoria and spoke of the need for early intervention and better resources for rehabilitation.

The College received overwhelming feedback from participants about the value of learning together, and the training generated many ideas for providing a better youth justice system. Our program has led to the formation of a local Children’s Court working group that plans to explore these ideas. The College delivered a similar program for the Ballarat Children’s Court in July 2019.

**Collegiate and enlightening:  
Court conferences**

*‘Our ideas and experiences of moral agency, and of what remorse is and what it should look like, emerges from the soup of our everyday lives, from the community of which we are a part. Our ordinary lives are critical in shaping legal concepts.’*

*– Kate Rossmanith, author*

It is a privilege to have worked to create a program of speakers and conduct conferences for each of the County Court, Children’s Court and Coroners Court in the past year.

Conferences allow for judicial education of an entire court, a great opportunity in the busyness of judicial life.

Each was developed around a theme and tailored to the specific cohort, guided by a judicial steering committee.

**County Court Conference:  
The Brain: Time, Trauma and Memory**

The County Court’s annual judges’ conference in April centred on ideas around ‘The Brain: Time, Trauma and Memory’. Sixty-five judges attended, and heard Jane Caro give the keynote address, with a powerful and provocative take on the challenges of uncertain times in Australia and the world.

Other sessions looked at the science of memory and impacts on credibility, brain health and neuroplasticity, as well as a session on interpreting neuropsychologists’ reports. The judges considered the challenges of our ageing population, and what that might mean for courts, as an increasing number of older Victorians come before judges in civil and criminal matters. The conference closed with a thought-provoking and sensitive discussion of the concept of remorse, and how judges might assess this most human emotion. Author Kate Rossmanith brought the fascinating perspective of an anthropologist when she spoke about her interviews with judges and prisoners about remorse.

She observed that judges, in their role, must bring knowledge of many different disciplines to bear in their decision making - not just legal ones, but theological, philosophical and scientific. She expressed her awe at the weight of responsibility in casting judgement.



Kate Rossmanith, author

*'We must look behind the offending to the complexities, the cultural background, the reasons why they have offended. Ask, not only what happened, the details of the offence, (that is the easy bit) but what is it that happened to you. We cannot hope to get an answer to this question unless there is full engagement and it is only then that we can have any hope of redirecting their life trajectories and reclaiming these young lives for the benefit of all.'*

*– Judge John Walker, Principal Youth Court Judge of New Zealand*

#### **Children's Court Conference: The Voice of the Child**

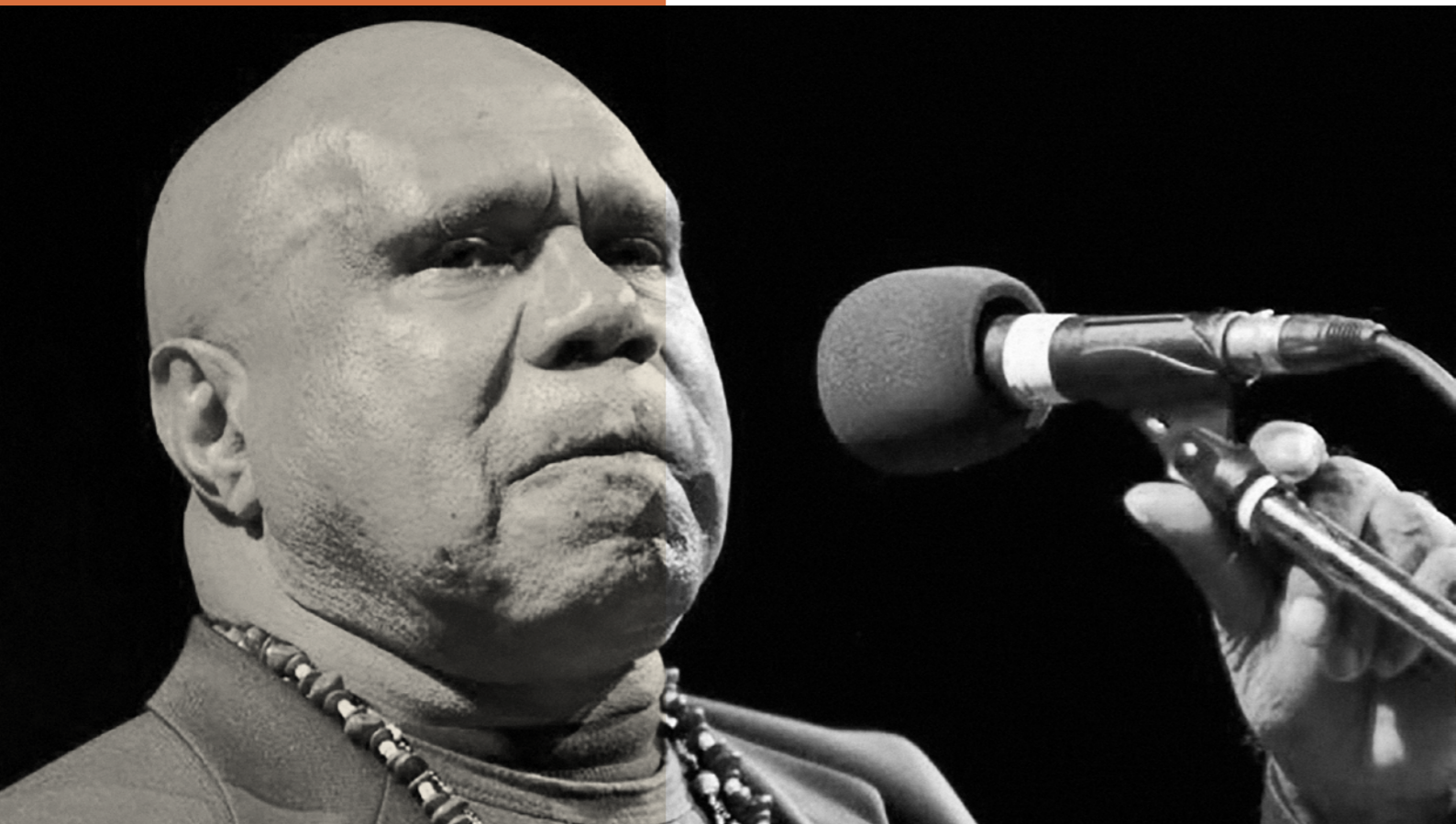
'The Voice of the Child' was the theme in our first conference collaboration with the Children's Court.

Judge John Walker, Principal Youth Court Judge for New Zealand, spoke at the conference with great wisdom and insight. He spoke about fostering engagement and procedural fairness in the youth justice system.

Attendees also had the privilege of visiting Worawa Aboriginal College. Aunty Lois Peeler AM led a guided tour during which magistrates visited the Dreaming Trail and the Coranderrk Children's Memorial, illuminating the practice of the removal of Aboriginal children from families and the breakdown of family connection.

The most moving and humbling part of the conference was a performance by musician Archie Roach AM, who spoke of his childhood growing up in nearby Lilydale and how he, unlike many other children, was able to find his 'voice'. He then sang 'Took the Children Away' just as the light was fading over Healesville and we all knew we had just witnessed a very special moment.

Archie Roach AM



*'It is not just the formal learning of the conference that is important. It is the interaction as colleagues in the in-between spaces to reflect on language, tone, context. A lovely atmosphere of professional and personal interaction and growth.'*

*– Acting State Coroner  
Caitlin English*

#### **Coroners Court Conference: What is Justice in the Inquisitorial Jurisdiction?**

*'A very interesting meditation on truth and justice.'*  
*– Conference participant*

Interstate and New Zealand coroners joined in the Victorian Coroners Court conference in August. The program of speakers looked at the question 'What is Justice in an Inquisitorial Role?'. This theme allowed for a deeper reflection on the coroner's role as investigator and allowed for robust discussion amongst participants.

Coroners were welcomed with a dinner speech and reading by author and lawyer Sarah Krasnostein, who talked about her book *The Trauma Cleaner* and her writing process. This was a compelling, compassionate and moving opening to the conference.

Justice Stephen Kaye AM gave a thoughtful keynote paper on 'Closing the Gap in the Coronial Jurisdiction'. He was followed by the College's Koori Research and Education Manager Tarina Fanning and Deputy Chief Coroner Brandt Shortland introducing coroners to sorry business and *Tangi*, asking them to step into their cultural context. Professor Belinda Carpenter challenged the audience to consider their possible unconscious bias when considering indigenous death.

Highlights included Dr Ian Freckleton QC's paper on the application of the principles of natural justice and procedural fairness to the inquisitorial framework. He captivated the audience with his examination of the meaning of a fair hearing for families and the significance of adverse consent.



## Family violence

*‘Challenging a man on his use of violence can be scary.’*

– *Scott Mills, No to Violence*

Victoria leads the country in its commitment to prevent family violence, which plays out in courts, profoundly affects the people exposed to it and undermines communities.

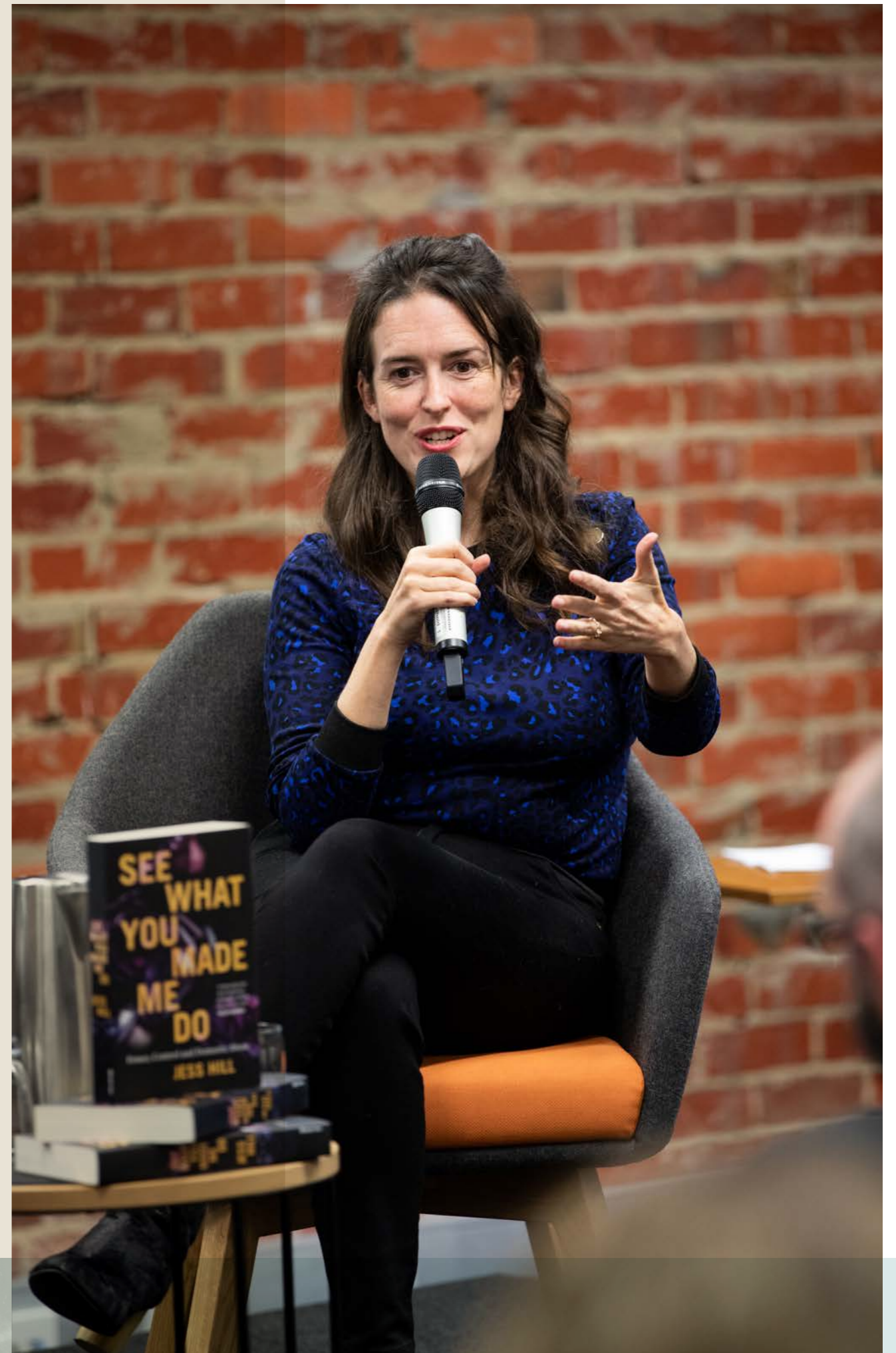
Over the past year the College has made considerable progress in implementing the recommendations of the Victorian Royal Commission into Family Violence. Our ongoing work to support the judiciary in its understanding of family violence reaches across many initiatives, including:

- The development of a **three-year strategic plan** for family violence education in the Magistrates’ Court and a **family violence knowledge and skills framework** that includes foundational, advanced and expert levels to support magistrates sitting across the different jurisdictions of that Court. The strategy aligns with the Victorian Government’s Industry Plan for Family Violence Prevention and Response and incorporates the College’s **Family Violence Bench Book, Family Law Manual** and other publications relevant to family violence. It can be adapted to meet the needs of other jurisdictions.
- **The Intimate Terrorism of Family Violence** – our flagship two-day family violence program, ideal for new appointees and any judicial officer, explores the social context of family violence and develops judicial skills in identifying and responding to family violence in the courtroom. Walkley award winning investigative journalist and author, Jess Hill, spoke compellingly at this program in March about her confronting and deeply researched account of family violence and the ways in which abusers exert control in the darkest – and most intimate – ways imaginable.

- **A three-day family violence education program** for the magistrates and multi-disciplinary team at the Shepparton Specialist Family Violence Court that aims to develop the knowledge and skills needed to provide a specialised, collaborative and holistic response to family violence. The program is tailored to the local context and designed to be adapted and delivered for the Ballarat, Moorabbin, Heidelberg and Frankston Specialist Family Violence Courts.
- **Family Violence Lead Magistrates’ workshops** – these provide a forum for highly-skilled family violence specialists in the Magistrates’ Court to deepen their knowledge and skills by hearing from experts across the family violence sector and through engaging in ongoing development of family violence court craft and leadership with the aim of ensuring best practice and consistency across the Magistrates’ Court. Our June program focussed on the role of motivational interviewing in disrupting family violence. Presented by Ken McMaster, Chairperson of Stopping Violence Services (Christchurch) and Member of the Motivational Interviewing Network of Trainers, this practical yet challenging workshop provided an opportunity for Family Violence Lead Magistrates to explore the technique of motivational interviewing and the tension between motivating a person to embrace behavioural change while still holding a person accountable for their violence.

*‘It’s what you can’t see that is the most potent.’*

– *President Chris Maxwell AC, Victorian Court of Appeal*



Jess Hill, author and investigative journalist

- **Family Violence Bench Book** – another of the College’s highly respected publications, accessible to judicial officers and the profession alike, the Bench Book has provided a key vehicle for keeping the judiciary abreast of legislative changes. This year new laws commenced which implement further recommendations from the Royal Commission. These include specifically identifying dowry-related abuse and forced marriage as forms of family violence, laying the groundwork for electronic intervention order applications, and allowing pre-recorded statements to be used as evidence-in-chief in family violence offence proceedings.
- Extending the reach of family violence education beyond the realm of the criminal justice system and intervention order applications, we have developed a **family violence education strategy for VCAT**. The strategy reflects the ways in which family violence presents in the Residential Tenancies and Guardianship Lists and supports the development of knowledge and skills to assist members to identify family violence, obtain relevant information, manage risk and respond appropriately. As part of this strategy we delivered a family violence awareness session for VCAT’s Civil List Professional Development Day in May.
- Family violence-related topics across many College programs and conferences including: our **Koori twilight on intergenerational trauma and family violence** in May.

We look forward to continuing this important work and equipping the judiciary and the multi-disciplinary teams to recognise and respond to family violence in every sphere of their work.

### A judge’s reflection

*‘I have to say the Family Violence Seminar has made a deep impression on me. First, I had always regarded the circumstances as being a combination of excessive male testosterone, poor self-control, upbringing and/or substance abuse.*

*Accordingly, such ‘events’ should be followed, in the mind of the perpetrator, by the appropriate degree of shame, depending on the surrounding circumstances. On the first day of the seminar it was brought home to me that it was far more complicated than that. It was postulated, particularly by Jess Hill and Scott Mills, that there is, in fact, a syndrome which has elements of obsessive control, denial of responsibility, (Look at what you made me do) and manipulation (You know what women are like).*

*The next day, I had to hear a pre-arranged appeal which was ‘on all fours’ with the above syndrome. The appellant had rejected a bond from a magistrate with a condition that he undergo a men’s behavioural change program. He insisted that breaking into his former partner’s home through the roof, to find her cringing under a desk, was justified on the basis he was worried that she may commit suicide.*

*Superficially, there was an argument that there was such a possibility, but once all the facts came out on a rehearing, it was clear, at least to me, that all his antecedent behaviour was consistent with his pathological need to violently control his partner and he was either dishonest or lacked the insight necessary to reflect on his behaviour. He had demonstrably lied to the police in his record of interview, stating he had been invited in through the front door and had breakfast made for him!*

*Because I was statutorily required to warn him that I could jail him if he didn’t abandon his appeal, he subsequently did so, thus agreeing to undertake the program.*

*I took on board the request of Scott Mills to give him a ‘serve’ so that he was left in no doubt that his attempts to fool both courts was in vain and that, if I was able to jail him, I would, because his refusal to take responsibility for his actions meant that only jail would stop him from committing a more serious crime in the future.’*

– County Court judge



*‘What should surprise us about domestic abuse is not that a victim can take a long time to leave, but that she has the mental fortitude to survive.’*

– Jess Hill, author and investigative journalist

## Helping those who use our courts and tribunals

The College has been involved in exciting pieces of work to help the vulnerable and those impacted by crime, when they come into contact with the courts.

There has been a greater focus on the evolving role of victims in court processes, following the Victorian Law Reform Commission's report on Victims of Crime and the Criminal Trial Process. Both the report and subsequent legislative reforms have supported greater participation of victims in these processes.

The commencement of the intermediaries and ground rules hearing pilot has shifted the focus, in cases involving highly vulnerable witnesses, to helping those witnesses give their best evidence by adapting court process and bringing greater communications expertise into the courtroom. Our work has been wide-ranging, including:

**The Ground Rules Hearings and intermediaries program** for the County Court, showed how to conduct a Ground Rules Hearing and work with intermediaries in the courtroom. In October, Judge Meryl Sexton, expert in the use of intermediaries, presented with counsel a half day workshop for the Court, as part of the intermediaries pilot program implementation.



Judge Meryl Sexton

**Everything you need to know about conducting a Ground Rules Hearing** was a cross-jurisdictional program, taking participants through best practice approaches to conducting a Ground Rules Hearing, including how to work with intermediaries and establish ground rules for questioning. A panel of judicial officers from across the Supreme, County, Magistrates' and Children's courts spoke about their experiences of conducting Ground Rules Hearings. Judicial officers had the opportunity to reflect on what the new reforms mean for their practice.

*'When it comes to learning about a new process, there is nothing like seeing and hearing how it is done. This video has something to offer all judicial officers.'*

– Chief Judge Peter Kidd

In May, the College released a best practice video on how to conduct a Ground Rules Hearing, with or without an intermediary present. It is designed to take the audience through the process, step-by-step, including the directions regarding questioning. The video has been widely distributed to stakeholders and the broader community, and has been very well received.

These experiential programs and practical resources have been supported through our detailed commentary and model jury directions on ground rules hearings and intermediaries in the **Victorian Criminal Charge Book** and the **Victorian Criminal Proceedings Manual**.

## Victims of Crime in the Courtroom

The College has created a series of guidance notes for judicial officers and court staff on **Victims of Crime in the Courtroom**. The guidance notes detail a range of considerations that focus on what can be done by judicial officers and court staff to limit the potential for the court experience to re-traumatise victims of crime. They also address how each might, where possible, enhance engagement and opportunities for post-traumatic growth, without compromising the integrity of the criminal justice system.

While victims are not parties to court proceedings, their engagement with the process can have a profound effect on their wellbeing. Judicial officers can lead the way in re-shaping approaches and processes to minimise re-traumatisation and maximise the positive nature of their interactions with victims.

## Victims of trauma

In June, we conducted a one-day program, **Insight into Trauma**, to support judicial officers in recognising and responding to the people in their court or tribunal room, where trauma is present. This acknowledges the difficult, often overwhelmed and sometimes counter-intuitive behaviour of those who judicial officers deal with daily.

The day balanced learning the science of trauma and how it impacts on behaviour, as well as useful skills to help in the judicial role of managing the courtroom or enabling people to give their best evidence. Professor Kim Felmingham from the University of Melbourne provided the scientific lens on trauma, and how the body responds in the short and long term. Merrin Wake of the Aware Project helped participants see things from the point of view of someone sitting in the courtroom. She gave fantastic examples of both the overwrought and uncommunicative responses of the person dealing with trauma – describing them as Tigger and Eeyore, the characters of A.A. Milne's *Winnie the Pooh*. Experienced judicial officers comprised a panel to discuss ways they have handled difficult situations and participants worked through examples in small groups from their own jurisdiction. Opera singer Shauntai Batzke closed the program with a beautiful rendition of an American gospel song as well as a work she composed in her own language, Wuradjuri. This was a beautiful moment for reflection on the day, and on the healing power of music.

## Learning from different perspectives

The College continues its work to support the multi-disciplinary Drug Courts within the Magistrates' Court of Victoria at Melbourne and Dandenong.



*'You are very powerful in these people's lives. You are authority figures. You can change people's destinies.'*  
– Dr Gabor Maté, addiction expert and author

## *Addiction: 'Can you have compassion for the helpless child within?'*

– Dr Gabor Maté

### Drug Court

These courts take offenders whose drug-taking has contributed to their criminal behaviour. They seek to assist with treatment of the drug addiction to prevent further crimes being committed.

The College's work has evolved from programs about the establishment of these courts and the way in which they operate, into education aimed at deepening knowledge around addiction, recognising the many players, and encouraging the fostering of teams to help them in their work. To this end, in the past year we have conducted Drug Court programs for this cohort of over 50 participants.

Author of *In the Realm of Hungry Ghosts*, and world-leading expert on addiction Dr Gabor Maté ran a masterclass for the Drug Court teams, called **Delving Deeper**. This powerful, practical program explored:

- The importance of recognising the roots of addiction; and
- How to develop a practice of compassionate enquiry towards the addict, and one which is more likely to assist in restoring him or her to wholeness and health.

Dr Maté then appeared at a twilight event at the College, in conversation with Judge Paul Higham and Lynne Malcolm, presenter of ABC Radio National's *All in the Mind*.

Dr Maté captivated the audience with his description of childhood trauma, and its role in depriving people of the situation for their brains to develop properly. He defined addiction as a way of trying to resolve human pain. There was healthy discussion about the role of genetics in addiction, but he warned that if we focus on genetics we risk ignoring or not dealing with 'the facts, the history or the messy present - look to the life experiences to find the source of addiction!'

Dr Maté encouraged judicial officers to see themselves as a therapeutic presence. 'You spoke to me in a kind way'. He observed that compassion can diffuse a situation with an addict, as compared with an authoritarian manner which can inflame things. It was a stimulating and thought-provoking discussion.

### Family Drug Treatment Court

The Family Drug Treatment Court has been established in the Family Division of the Children's Court at Broadmeadows, along with its Koori equivalent, Marram-Ngala Ganbu and has recently expanded to Shepparton.

These Courts seek to provide a coordinated response to drug-affected parents – to assist parents to overcome their drug use issues and create a safe and stable environment for family reunification, therefore minimising the time children spend in out-of-home-care. The College has been funded to provide support to the multi-disciplinary teams involved in the operation of these Courts. In April, we ran a full-day program, **Working with a Common Purpose** which focussed on building the collaborative capability of the team.

Both the Family Drug Treatment Court and the Melbourne and Dandenong Drug Courts involve rigorous processes of judicial monitoring and drug testing of participants, and the College's programs support the effective working of these therapeutic initiatives.

*'Inspired by a desire to enhance the court experience for everyone, this program sought to create a better shared understanding of the court users' various roles, responsibilities, pressure points and challenges. Participants were asked to step into each other's roles to consider differences in how a given scenario might be approached from multiple perspectives, and to focus on self-care strategies.'*

– Magistrate Kay MacPherson

## Working with others

The College continues to work in partnership with other organisations and expand our business and professional services.

### Family law and the National Judicial College of Australia

Recognising the recommendations of the Royal Commission into Family Violence and the importance of creating a more streamlined court experience for victims of family violence, we have developed a Family Law education strategy for the Magistrates' Court to support its expanded family law jurisdiction.

We have partnered with the National Judicial College of Australia in the delivery of a Family Law education program and accompanying eLearn. Combined with the College's Family Law Manual, draft Orders and Checklists and the development of a community of practice, this work supports magistrates hearing family violence matters that involve Family Law considerations.

### Mentoring and the Fair Work Commission

The Fair Work Commission engaged the College to conduct a full-day Mentoring Training Workshop in November, to support their mentoring program. Thirteen commissioners from around the country, including Deputy and Vice Presidents, attended the workshop, which was facilitated by Maura Fay Learning in the Warren Learning Centre.

### 360-degree feedback and the Office of Public Prosecutions

We also held our highly successful 360-degree feedback program for the Office of Public Prosecutions. Eight participants received anonymous, detailed and constructive feedback from colleagues, judges and barristers. This represents an intensive opportunity for a person to reflect on how they are performing in their role.

### Appellate decisions and the County Court of Victoria

Recognising the high volume of appellate decisions each year, the County Court holds three seminars a year to ensure all judges hearing criminal cases are kept up to date with significant appellate decisions. The College supports the County Court by providing research services and reference materials, which the Chief Judge and the Head of the Criminal Division present to their fellow judges.

These materials serve the dual purpose of relaying valuable information and stimulating discussion on the practical impact of certain appellate decisions.

### A Charge Book for South Australia

The College's strong expertise in research, writing and Bench Book production has continued to gain further recognition. The College has been commissioned to lead the development of a South Australian Charge Book in consultation with the South Australian Supreme Court, District Court, Director of Public Prosecutions and the Bar. The first half of the project, led by Matthew Weatherson, Director, Judicial Information Services, will be released by the end of 2019.

## Responding to changes in the legislative landscape

The College's Judicial Information Services team, led by Matthew Weatherson, remains committed to keeping judicial officers and others up to date with changes in law and policy.

We have continued to ensure our materials are updated to reflect the altered legal landscape, and that judicial officers and legal practitioners alike have the tools to support them in their work. Our case notes on important High Court and Court of Appeal decisions such as *Bauer*, *Falzon* and *Cemino* provided a brief yet comprehensive summary of the court's reasoning, decision and likely impact, allowing readers to note and be alert of the changes.

Where legislative changes such as family violence omnibus laws come into effect, we make sure the College's numerous manuals are updated to reflect the current state of the law.

Equally, our ongoing work on **County Court sentencing summaries** and **Court of Appeal sentencing guidance** are updated regularly to give sentencing judges the latest guidance at hand. The County Court summary pages have been visited 42,171 times in the two years since we started that work. This translates to about 880 visits per month to those summaries. This most frequently accessed offence pages are child pornography and grooming offences, sexual offences against children and firearms offences.

One of our key projects, the **Victorian Jury Reforms**, has continued to intersect multiple judicial, legal and governmental jurisdictions, and this decade-long collaboration with the judiciary has ensured that the reforms continue to be successful. The College's survey evaluation of the *Jury Directions Act 2015* (Vic) demonstrated that judicial officers overwhelmingly considered that these reforms improved the conduct of criminal trials, and we continue to work with the consultative committee of the Jury Directions Advisory Group in judicial education and training of counsel.

Our new guide to **Key Bail Act cases** continues to help bar and bench stay on top of the case law about last year's significant reforms to the *Bail Act 1977* (Vic). We have identified the main legal principles from recent Supreme Court decisions regarding the compelling reason and exceptional circumstances tests, and what constitutes an unacceptable risk. The judiciary and the wider Victorian community are supported by our comprehensive bail material pages.

### Out on a Lim – Daily news round up

How could any reflection on the year fail to mention 'Out on a Lim', the daily news service provided by the College's resident news guru Andrix Lim?

Many of our judges, magistrates, VCAT members and coroners have come to look forward to the distilled headlines and links to all news relating to the law, both Australian and internationally.

From the highbrow to the low, even the snippets of animal news, Andrix brings them all with great speed and acuity.

*'Out on a Lim always makes my morning. A 'wow' here, a 'hmm' there and always a smile at the animal news!'*

*– Regional Co-ordinating Magistrate Ann McGarvie*

## Judicial cultural competency

The College continues to provide high quality education for the judicial community in matters of cultural awareness and cultural competency.

In addition to embedding cultural awareness across our wide range of programs, publications and conferences, the College has several tailored programs. In November we conducted a **Working Effectively Across Cultures in the Hearing Room** program which explored cultural barriers and responsive tribunal craft. Cam Truong QC gave the perspective of counsel, along with VCAT Member Reynah Tang AM, while Monique Toohey, psychologist and cultural intelligence advisor, facilitated the day deftly.

For many years, the College has also worked with the Victorian Judicial Officers' Aboriginal Cultural Awareness Committee (JOACAC), to deliver programs to raise awareness of Aboriginal and Torres Strait Islander culture and practices. As well as our Back to Country program, we held programs exploring youth justice perspectives, Sorry Business and intergenerational trauma and organised a guided tour of the Fitzroy Aboriginal Heritage Walking Trail.

The College is represented by its CEO on the Judicial Council on Cultural Diversity, chaired by Chief Justice Kourakis. The Council has produced a range of resources including the Recommended National Standards for Working with Interpreters in Courts and Tribunals, which the College has promoted throughout the Victorian jurisdictions.



Monique Toohey, psychologist and cultural intelligence advisor

## Snapshots of the year



L-R: Tarina Fanning (Aboriginal Cultural Competency Consultant); Jake Goodes (Ranger, Parks Victoria); Robbie Fry (Cultural Guide, Brambuk Cultural Centre); Harry Chatfield, Joey Chatfield (Traditional Owner); Aunty Glenda Thorpe.

### Back to Country – A Journey to Gariwerd

Back to Country is a biannual feature of the College's Aboriginal and Torres Strait Islander education program. In March, judicial officers had the privilege of journeying into the heart of the Gariwerd region, also known as the Grampians.

Warmly welcomed to the home of the Djab Wurrung, Jardwardjarli, Wotjobaluk and Gunditjmara people, judicial officers visited Budja Budja Aboriginal co-op, Brambuk Cultural Centre and were given a guided tour of Bunjil's Shelter in the Grampians National Park.

The weekend concluded with a visit to HM Prison Langi Kal Kal, which has a magnificent collection of artworks by its indigenous prisoners, the Koori Art Trail.

*'This is not just Aboriginal culture, this is all our culture. We are one, we are all Australian and we all have a responsibility.'*

– Jake Goodes, Parks Victoria Ranger

### County Court judgment writing

*'Your job entails you doing a very brave and hard thing. Committing to paper what you actually think about other people when the truth can be a confounding thing. These judgments can feel, I'm sure, ephemeral, however, I'd ask you to pay attention to the small high that can come when you've done the best you can do.'*

– Chloe Hooper, author

Prize winning author Chloe Hooper presented to the County Court's common law division at a tailored judgment writing workshop, along with Justice Kim Hargrave and Justice David Beach of the Victorian Court of Appeal.

Chloe spoke of her new book, *The Arsonist: A Mind on Fire*, and beautifully expressed the challenge of distilling vast amounts of information into a good story.

Quoting William Faulkner and admiring of the concision of Hemingway and his famed 'six-word story', she urged judges to take care when describing someone else's life in their judgments. *'No one likes to be reduced or traduced by someone else's telling of their story.'*



## The Judge: Film Screening Event

In June, the College, together with the Australian Association of Women Judges, hosted a screening of the film **The Judge**, about the work of Judge Kholoud Al-Faqih, the first woman appointed under Sharia law in Palestine.

It was a privilege to bring the film to an audience of judicial officers and other interested members of the legal fraternity. The film gives a rare view into a complex and remarkable society, and Palestine looks blazingly hot and crowded.

In many ways it is uncomfortable learning, forcing us to examine our own knowledge, biases and prejudices. In the words of Judge Kholoud Al-Faqih herself, the event 'threw a stone into a stagnant pond', and embraced a spirit of collaboration.

President Maxwell gave a very fine opening – highlighting, among other things, the relevance and importance of the judicial selection process. Rabea Khan, barrister, gave a moving and authentic account of the uncomfortable experiences of a female Muslim lawyer in Australia – the stereotypes she finds herself having to disprove – and raised an uncomfortable truth. Judge Frances Millane closed beautifully by focussing on some of the themes we could reflect on – such as the power of education and the universal scourge of family violence.

## Law and Literature: Summer Reading

Many judicial officers look forward to our annual Law and Literature Summer Reading twilight in late October.

It provides an opportunity for deep and enlightened discussion by authors – about their favourite fiction and non-fiction titles.

In late 2018, former barrister Jock Serong and classically trained clarinettist Emma Viskic, both prize winning authors, shared a conversation with Magistrate Caitlin English of the Coroners Court of Victoria.

*'It was such a great source of diversion and information at the end of what had been a very torrid day for me.'*

– *County Court judge*



Chief Judge Peter Kidd

## Courts and the Media: Can we build a narrative of trust?

*'Each of the law and journalism are animated by the public interest. We might hope to see a diminution of mistrust and a slow growth in mutual confidence.'*

– *Paul Chadwick, The Guardian*

In March, a group from the courts and the Department of Justice and Community Safety heard Chief Judge Peter Kidd in conversation with the *The Guardian's* Paul Chadwick and ABC crime reporter Jamelle Wells on this highly relevant topic. Jamelle described the types of pressures on journalists, and the positive stories that the media can tell about the work of the judiciary.

Paul spoke of the global environment of uncertainty, stress on the democratic process caused by Brexit, and a lack of faith in institutions. 'How might trust be buttressed?' in these times, he asked.

But this was a session of hope and encouragement of the courts. Paul put it this way: every profession has its myths and its norms (not always well understood by those outside) – journalism as much as the law.

The law is an important public institution and 'you can speak to and be sovereign over that space'. In judgments 'You often tell a fabulous story, one of human frailty, human badness, human struggle, and also something of *your* struggle', he said.

## VCAT Tribunal Craft

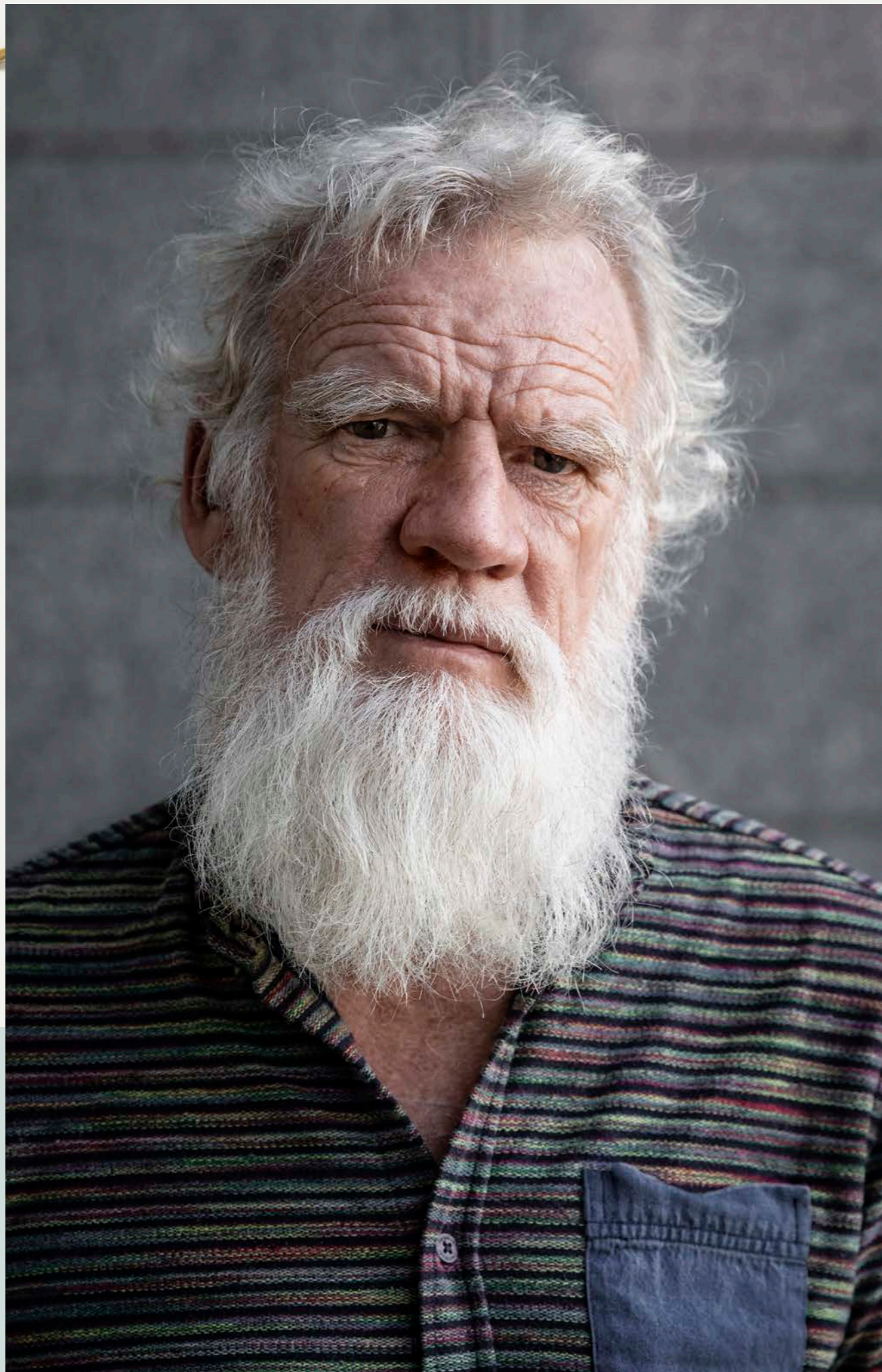
Many College programs incorporate practical elements to assist judicial officers with their court craft. However, our well established **VCAT Tribunal Craft** program exclusively focuses on scenarios and participants sit in a tribunal room and receive feedback on their performance.

Targeted at new members, and as a refresher for longer-standing members, this is a wonderful opportunity to come together and learn from each other through guided expert facilitation.

*'An understanding of impacts of presentation... and observation of others have improved my understanding of how I am perceived and how important that perception is. Sharing scenarios is a great way to explore different techniques, to realise it is not just me that has difficulties and provides that rare input (of feedback) in our job.'*

– *VCAT member*





*‘Think about the brilliance of the human mind and the greatness of the human heart, and a culture modest in its claims on the Earth.’*

**Law and Literature:  
Bruce Pascoe on Myth, Culture, History and the Law**

In June, on the eve of NAIDOC week celebrations, the College and the Federal Court of Australia hosted Bruce Pascoe. Author of stunningly successful book *Dark Emu*, the Bunurong, Yuin and Tasmanian man, born in Richmond, urged us to reconsider our view of Aboriginal history – which he emphasised is our shared history. Bruce is a modern man but also a voice from another era.

With a rumbling Aussie baritone straight out of 1940’s Richmond, and a white beard, he shone with wisdom and modesty. Bruce gave a passionate exposition of the virtues of Australian crops, an explanation of their use over many millenia, and he asked us to consider the economy of Aboriginal land use.

He showed images of dwellings, pottery and tools – and challenged us not to see the signs of a civilised, sophisticated society - ‘Now tell us that our history has been washed away by the tide.’ He showed feats of engineering and the Brewarrina fish traps – perhaps the oldest human constructions on earth.

He gave a true and practical understanding of what it means to say, ‘I belong to the land’. He described the responsibility he feels to his own place – his River Wallagaraugh, the evocative description of the smell of baking kangaroo grass bread and the murnong – a root vegetable that is beneficial to the soil and highly beneficial to us. ‘What is good for Country and what is good for humans – let’s bring the two together.’

His is a message of peace and civility. Bruce advocates the hard task of having to listen to voices of opposition and discuss with those who don’t agree. He’d love to have a ‘mature, non-rancorous conversation.’ Also, we are all in this together ‘we eat our breakfast here, we go to sleep on the pillow here, we’re all Australian.’

He encouraged us to ‘think about the brilliance of the human mind and the greatness of the human heart, and a culture modest in its claims on the Earth.’ In answer to a question, he described being at a moment in time where Australians seem open and interested to know more about our Aboriginal past. ‘Australians have a blind spot to their own history. It’s really sad but it is changing.’

Generous in his praise for other historians and tellers of stories – from Beth Gott at Monash University who has researched Australian foods, to Deborah Cheetham, opera singer and composer, whose *Eumeralla* tells of the war in Western Victoria. ‘In European society we laud the author, in Aboriginal society we laud the story.’ It’s the story that’s important.

Australian museums are full of ‘stones of unknown use.’ Thanks to the work of Bruce and others we now know more about our own Australian history and culture. His advice: ‘Plant a seed of doubt, because doubt is a really beautiful thing. Certainty creates war.’

*‘In European society we laud the author, in Aboriginal society we laud the story. It’s the story that’s important.’*

*– Bruce Pascoe, author, teacher, farmer and Aboriginal language researcher*

## Education Program 2018/19

Program:	Date:
National Judicial Orientation Program	22-27 July 2018
In Conversation with Dr Gabor Maté: In the Realm of Hungry Ghosts	1 August 2018
Drug Court Education: Exploring complexities of addiction	1-3 August 2018
VCAT: Tribunal Craft	3 August 2018
Coroners Court Conference: What is justice in the inquisitorial jurisdiction?	15-17 August 2018
Family Violence Lead Magistrates' Workshop: The family violence landscape and proposed reforms – an update	31 August 2018
Commercial CPD Seminar: Corporate Structures and the Role of the Courts	12 September 2018
Koori Twilight: Experiences of young Aboriginal and Torres Strait Islanders in the justice system	18 September 2018
Children's Court Conference: The voice of the child	10-11 October 2018
County Court: Lunchtime seminar with Associate Professor David Wells, VIFM	16 October 2018
The Victorian Bar's 2018 Wellbeing Report Launch	19 October 2018
County Court: Ground Rules Hearings and Intermediaries workshop	19 October 2018
Law and Literature: Summer Reading	25 October 2018
Leading the Justice System: Judicial Conduct with Dame Sian Elias GNZM	8 November 2018
VCAT: Working effectively across cultures in the hearing room	13 November 2018
Koori Twilight: Fitzroy Aboriginal heritage walking tour	14 November 2018
Fair Work Commission Mentoring Program	15 November 2018
County Court: Judgment writing workshop	23 November 2018
Shepparton Specialist Family Violence Court Training: Shared understanding of family violence and best practice communication	23 November 2018
Family Violence Lead Magistrates' Workshop: New initiatives in family violence	23 November 2018
County Court Appeals Workshop	23 November 2018
Leading the Justice System: Judicial Conduct in the Age of Fear and Anger – Lunch with Professor Abbe Smith	5 December 2018
Drug Court: Local and International Views - The foundations	1 February 2019
Drug Court: Local and International Views - Masterclass	7-8 February 2019
Leading the Justice System: Individual consultations with Dr Peter Shaw	8-22 February 2019
Family Violence Lead Magistrates' Workshop: Leading through frustration with Dr Peter Shaw	8 February 2019
Leading the Justice System: Matters for judgement outside the courtroom – Lunch with Dr Peter Shaw	8 February 2019
County Court: Judge Peggy Hora information session	8 February 2019
OPP 360 Degree Individual Feedback	11-14 February 2019
Commercial CPD Seminar: Technological innovations in corporate financing part 1	13 February 2019
Coroners Court: Sorry Business Cultural Competency Program	15 February 2019
Motivational Interviewing with Helen Mentha	23 February 2019
Court Reporting: Can we build a narrative of trust?	7 March 2019

Program:	Date:
Morwell Children's Court: It takes a village	8 March 2019
New Zealand District Court Judicial Wellness Programs	11, 12, 14, 15 March 2019
Family Violence Lead Magistrates Workshop: Affecting court culture	15 March 2019
Shepparton Specialist Family Violence Court: Working with respondents and accused in family violence matters	15 March 2019
County Court PD Session: Experts in your courtroom - Getting the best evidence	15 March 2019
Courts Council of Court Services Victoria: Good board governance seminar	20 March 2019
Commercial CPD Seminar: Technological innovations in corporate financing part 2	27 March 2019
The Intimate Terrorism of Family Violence	28-29 March 2018
Back to Country – A journey to Gariwerd	29-31 March 2019
Motivational Interviewing with Helen Mentha	30 March 2019
Family Drug Treatment Court: Working with a common purpose	3 April 2019
County Court Conference: The brain - Time, trauma and memory	15-17 April 2019
New Zealand District Court Judicial Wellness Program	18 April 2019
Everything you need to know to conduct a Ground Rules Hearing	29 April 2019
VCAT Civil List PD Day: Family violence awareness session	3 May 2019
Shepparton Specialist Family Violence Court Training: Inclusion and equity	3 May 2019
Koori Twilight: Intergenerational trauma and family violence in Aboriginal and Torres Strait Islander communities	7 May 2019
Applying Family Law to Parenting and Property	20-21 May 2019
County Court Appeals Workshop	24 May 2019
Family Violence Lead Magistrates' Workshop: The role of motivational interviewing in disrupting family violence	7 June 2019
Commercial CPD Seminar: Updates in commercial leasing	12 June 2019
Insight into Trauma	17 June 2019
Film Screening: THE JUDGE	19 June 2019
Law and Literature: Bruce Pascoe on myth, culture, history and the law	26 June 2019
Judicial Peer Support	27 – 28 June 2019

### College's Portfolio of Bench Books and Manuals

- Children's Court Bench Book
- Civil Juries Charge Book
- Civil Procedure Bench Book
- Coroners' Bench Book
- Disability Access Bench Book
- Family Law Manual
- Family Violence Bench Book
- Charter of Human Rights Bench Book
- Open Courts Bench Book
- Personal Safety Intervention Orders Bench Book
- Serious Injury Bench Book
- Uniform Evidence Manual
- Victorian Criminal Charge Book
- Victorian Criminal Proceedings Manual
- Victorian Sentencing Manual

## Judicial Steering and Editorial Committee Members

Deputy President Catherine Aird  
Senior Member Margaret Baird  
Magistrate Jennie Bowles  
Coroner Darren Bracken  
Deputy Chief Magistrate Felicity Broughton  
Senior Member Sue Burdon-Smith  
Magistrate Suzie Cameron  
Magistrate Rosemary Carlin  
Judge Amanda Chambers  
Justice John Champion  
Magistrate Ann Collins  
Justice Clyde Croft AM  
Justice Michael Croucher  
Senior Member Anna Dea  
Judge Mark Dean  
Justice Jane Dixon  
Justice John Dixon  
Acting State Coroner Caitlin English  
Senior Member Leneen Forde  
Justice Terry Forrest  
Judge Amanda Fox  
Professor Arie Freiberg AM  
Judge Mark Gamble  
Judge Elizabeth Gaynor  
Magistrate Julie Grainger  
Judge Paul Grant  
Judge Frank Gucciardo  
Magistrate Kate Hawkins  
Magistrate Fiona Hayes  
Justice Elizabeth Hollingworth  
Associate Justice Mary-Jane Ierodiaconou  
Justice Stephen Kaye AM  
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Magistrate Michael King  
Justice Maree Kennedy  
Justice Andrew Keogh  
Deputy President Heather Lambrick  
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Judge Rachel Lewitan AM  
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Judge Gavan Meredith  
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Coroner John Olle  
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Magistrate Charlie Rozencajg  
Judge Frank Saccardo  
Judge Meryl Sexton  
Magistrate Pauline Spencer  
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Magistrate Stella Suthridge  
Judge Mark Taft  
Member Reynah Tang AM  
Judge Douglas Trapnell  
Magistrate Belinda Wallington  
Justice Mark Weinberg  
Senior Member Silvana Wilson  
Judge Ted Woodward  
Judge Trevor Wraight  
Justice Rita Zammit

## College Staff as at 30 June 2019

**Samantha Burchell** BA, LLB, M App Sci (Org Dynamics)  
*Chief Executive Officer*

### Education

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*Director, Education*

**Maria Lusby** PSM, BA, LLB  
*Judicial Education Advisor*

**Carly Schrever** BSc, LLB, MPsych/PhD Candidate  
*Judicial Wellbeing Advisor*

**Sally Ryan** BA, Grad Dip Ed Psych, MaCIFT  
*Judicial Wellbeing Advisor*

**Elanor Peattie** Bsc, LLB (Hons) LLM (Human Rights)  
*Senior Education Manager, Therapeutic Justice*

**Melissa Griffiths** BA, LLB  
*Education Program Manager, Therapeutic Justice*

**Fiona Dea** BA LLB (Hons), LLM Cert IV TAA  
*Judicial Education Manager*

**Larissa Halonkin** BA (Hons), LLB (Hons) MPPM  
*Judicial Education Manager*

**Sophie MacKinnon** BA, LLB (Hons)  
*Judicial Education Manager*

**Julianna Marshall** BA, LLB (Hons)  
*Judicial Education Manager*

**Briley Miller** Dip Community Development, Cert IV  
*Education Coordinator*

**Claire Pieters** LLB (Hons), M.Crim  
*Program Support Officer*

**David Hausler** BA, MPP  
*Program Support Officer*

**Danielle Meilak** B Comm, PG Cert Criminology & Criminal Justice  
*Program Support Officer*

### Communications

**Chris Parkes** LLB (Hons), MSc  
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**Damian Siracusa** BA, LLB, Grad Dip Legal Practice  
*Project Manager, Communications*

**Ashleigh Fitzgerald** BA  
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**David Tedhams** BA, JD (Hons)  
*Senior Research Manager*

**Andrix Lim** LLB (Hons) Grad Dip Legal Practice  
*Research and Innovation Officer*

**Skye Fantin** BSc, LLB (Hons)  
*Research Assistant*

### Corporate Services

**Jo von Seht-Nater** BBusCom (Law, Management)  
*Manager, Corporate Services*

**Antony Christianen** BBus (Accounting),  
Grad Dip BusAdmin, CPA  
*Chief Finance and Accounting Officer*

**Vicki Christou** BA, DipEd  
*Finance and Compliance Officer*

**Tina Nguyen** BIS, Cert IV PM  
*Business Compliance Manager*

**Aimee Foo** BBus (Hons), AvdDip Advtg, Grad Cert Media  
*Events Coordinator*

**Maria Di Napoli** BA  
*Executive Assistant to the CEO and Office Manager*

**Coleen Ritchie** MA (Hons) Social Science (Sociology)  
*Corporate Services Coordinator*

**Eden Marano** Dip Justice  
*Corporate Services Officer*

### Intern

**Anjali Iyer**

## Financial Statements

For the financial year ending 30 June 2019

### How this report is structured

The Judicial College of Victoria (the College) has presented its audited general purpose financial statements for the financial year ended 30 June 2019 in the following structure to provide users with information about the College's stewardship of resources entrusted to it.

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### Declaration in the Financial Statement

The attached financial statements for the Judicial College of Victoria have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards, including interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2019 and financial position of the College as at 30 June 2019.

At the time of signing, we are not aware of any circumstances which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 19 September 2019.



**Mr Antony Christianen**  
Chief Finance Officer

Melbourne  
19 September 2019



**Ms Samantha Burchell**  
Chief Executive Officer

Melbourne  
19 September 2019



**The Honourable Chief Justice Anne Ferguson**  
Chairperson

Melbourne  
19 September 2019



**Emeritus Professor Arie Freiberg AM**  
Board Member

Melbourne  
19 September 2019

# Financial Statements

## Comprehensive Operating Statement

For the financial year ended 30 June 2019

	Notes	2019 \$	2018 \$
<b>CONTINUING OPERATIONS</b>			
<b>Income from transactions</b>			
Grants		4,659,300	3,520,470
Other income		306,199	598,855
<b>Total income from transactions</b>	2.1	<b>4,965,499</b>	<b>4,119,325</b>
<b>Expenses from transactions</b>			
Employee expenses	3.1.1	3,225,710	2,946,415
Other operating expenses	3.2	1,128,741	786,998
Depreciation	4.1.1	66,155	47,323
Interest expense		433	689
<b>Total expenses from transactions</b>		<b>4,421,039</b>	<b>3,781,425</b>
<b>Net result from transactions (net operating balance)</b>		<b>544,459</b>	<b>337,900</b>
<b>Other economic flows included in net result</b>			
Other gains/(losses) from other economic flows	8.1	230	(481)
<b>Total other economic flows included in net result</b>		<b>230</b>	<b>(481)</b>
<b>Net result</b>		<b>544,689</b>	<b>337,419</b>
<b>Comprehensive result</b>		<b>544,689</b>	<b>337,419</b>

The accompanying notes form part of these financial statements

## Balance Sheet

As at 30 June 2019

	Notes	2019 \$	2018 \$
<b>ASSETS</b>			
<b>Financial assets</b>			
Cash and deposits	6.3	1,406,774	1,105,566
Receivables	5.1	1,660,231	1,146,353
<b>Total financial assets</b>		<b>3,067,004</b>	<b>2,251,919</b>
<b>Non-financial assets</b>			
Plant and equipment	4.1	205,318	271,473
<b>Total non-financial assets</b>		<b>205,318</b>	<b>271,473</b>
<b>TOTAL ASSETS</b>		<b>3,272,323</b>	<b>2,523,392</b>
<b>LIABILITIES</b>			
Payables	5.2	278,343	156,404
Borrowings	6.1	6,942	11,736
Employee related provisions	3.1.2	607,222	520,123
<b>Total liabilities</b>		<b>892,507</b>	<b>688,263</b>
<b>NET ASSETS</b>		<b>2,379,816</b>	<b>1,835,128</b>
<b>EQUITY</b>			
Accumulated surplus		2,042,439	1,497,751
Contributed capital		337,377	337,377
<b>NET WORTH</b>		<b>2,379,816</b>	<b>1,835,128</b>

The accompanying notes form part of these financial statements

# Financial Statements

## Cash Flow Statement

For the financial year ended 30 June 2019

	Notes	2019 \$	2018 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Receipts from government		4,145,652	3,405,654
Receipts from other entities		306,199	598,855
<b>Total receipts</b>		<b>4,451,851</b>	<b>4,004,509</b>
<b>Payments</b>			
Payments to suppliers and employees		(4,143,450)	(3,595,113)
Goods and Services Tax received from the ATO <sup>(a)</sup>		(1,965)	-
Interest and other costs of finance paid		(434)	(689)
<b>Total payments</b>		<b>(4,145,849)</b>	<b>(3,595,802)</b>
<b>Net cash flows from/(used in) operating activities</b>	6.3.1	<b>306,002</b>	<b>408,708</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchases of non-financial assets		-	(160,043)
<b>Net cash flows from/(used in) investing activities</b>		<b>-</b>	<b>(160,043)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Repayment of borrowings and financial leases		(4,795)	(5,821)
<b>Net cash flows from/(used in) financing activities</b>		<b>(4,795)</b>	<b>(5,821)</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>		<b>301,207</b>	<b>242,844</b>
Cash and cash equivalents beginning of financial year		1,105,566	862,722
<b>Cash and cash equivalents at end of financial year</b>	6.3	<b>1,406,773</b>	<b>1,105,566</b>

The accompanying notes form part of these financial statements

(a) Goods and Services Tax received from the Australian Taxation Office (ATO) is presented on a net basis.

## Statement of Changes in Equity

For the financial year ended 30 June 2019

	Accumulated Surplus \$	Contributions by owner \$	Total \$
<b>Balance at 1 July 2017</b>	1,160,332	337,377	1,497,709
Net result for year	337,419	-	337,419
<b>Balance at 30 June 2018</b>	<b>1,497,751</b>	<b>337,377</b>	<b>1,835,128</b>
Net result for the year	544,688	-	544,688
<b>Balance at 30 June 2019</b>	<b>2,042,439</b>	<b>337,377</b>	<b>2,379,816</b>

The accompanying notes form part of these financial statements

# Notes to the Financial Statements

For the financial year ended 30 June 2019

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## Note 1: About this report

The Judicial College of Victoria (the College) was created by the *Judicial College of Victoria Act 2001* (Act No.20/2001), which was assented on 29 May 2001 and came into operation on 1 February 2002. The College commenced operation in November 2002. The purpose of the College is to provide the functions of assisting the professional development of judicial officers and providing continuing education and training for judicial officers.

A description of the nature of its operations and its principal activities is included in the **“Report of Operations”** which does not form part of these financial statements.

Its principal address is: Judicial College of Victoria, 7/223 William Street, Melbourne VIC 3000

### Basis of preparation

These financial statements are in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

The accrual basis of accounting has been applied in preparing these financial statements, whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Consistent with the requirements of Australian Accounting Standards Board (AASB) 1004 *Contributions*, contributions by owners (that is, contributed capital and its repayment) are treated as equity transactions and, therefore, do not form part of the income and expenses of the College.

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in applying Australian Accounting Standards (AAS) that have significant effects on the financial statements and estimates are disclosed in the notes under the heading: ‘Significant judgement or estimates’.

These financial statements cover the College as an individual reporting entity.

All amounts in the financial statements have been rounded to the nearest \$1 unless otherwise stated.

### Compliance information

These general purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* (FMA) and applicable AASs which include Interpretations, issued by the AASB. In particular, they are presented in a manner consistent with the requirements of AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Where appropriate, those AASs paragraphs applicable to not-for-profit entities have been applied. Accounting policies selected and applied in these financial statements ensure that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.



# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Note 2: Funding delivery of our services

### Introduction

The Judicial College of Victoria's (the College) objectives are to assist professional development and continuing education of Victorian judicial officers by:

- developing and conducting judicial education programs;
- producing relevant publications;
- providing (on a fee for service basis) professional development services, or continuing judicial education and training services, to others who are not covered by the Act; and
- liaising with persons and organisations in connection with the performance of its functions.

The College is funded for the provision of outputs consistent with its statutory function. Funds are accrual-based grants derived from monies appropriated annually by Parliament through Court Services Victoria (CSV) through to 30 June 2019.

### Structure

- 2.1 Summary of income that funds the delivery of our services

#### 2.1 Summary of income that funds the delivery of our services

	2019 \$	2018 \$
Court Services Victoria grant	4,659,300	3,520,470
Other income - fee for service	306,199	598,855
<b>Total</b>	<b>4,965,499</b>	<b>4,119,325</b>

Income is recognised to the extent it is probable the economic benefits will flow to the College and the income can be reliably measured. Where applicable, amounts disclosed as income are net of returns, allowances, duties and taxes.

### Grants from Court Services Victoria

Government grants are recognised on a monthly basis as the College provides services to assist professional development and continuing education of Victorian judicial officers.

### Fair Value of Services Provided by Court Services Victoria

CSV has been centrally funded for services it provides to the College. These services are not recognised in the financial statements of the College, as their fair values cannot be reliably determined. The services that are utilised include accommodation and the use of the CSV's financial systems, payroll systems, accounts payable, asset register and IT network.

### Other income

The College has been provided with access to trust funds in relation to special projects. Income is recognised when it is received or becomes receivable. Inconsistencies between the timing of receipt of such funds and expenditure on the projects to which they relate may have a material impact on the result for the period.

## Note 3: The cost of delivering services

### Introduction

This section provides an account of the expenses incurred by the Judicial College of Victoria (the College) in delivering services and outputs. In Section 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are recorded.

### Structure

- 3.1 Expenses incurred in delivery of services
- 3.1.1 Employee benefits in the comprehensive operating statement
- 3.1.2 Employee benefits in the balance sheet
- 3.1.3 Superannuation contributions
- 3.2 Other operating expenses

#### 3.1 Expenses incurred in delivery of services

	2019 \$	2018 \$
Employee benefit expenses	3,225,710	2,946,415
Other operating expenses	1,128,741	786,998
<b>Total</b>	<b>4,354,451</b>	<b>3,733,413</b>

#### 3.1.1 Employee benefits in the comprehensive operating statement

	2019 \$	2018 \$
Salaries and wages, annual leave and long service leave	2,690,241	2,564,290
Defined contribution superannuation expense	249,801	228,126
Other on-costs	285,669	153,999
<b>Total employee expenses</b>	<b>3,225,710</b>	<b>2,946,415</b>

Employee expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, termination payments and WorkCover premiums.

The amount recognised in the comprehensive operating statement in relation to superannuation is employer contributions for members of both defined benefit and defined contribution superannuation plans that are paid or payable during the reporting period. The College does not recognise any defined benefit liabilities because it has no legal or constructive obligation to pay future benefits relating to its employees. Instead, the Department of Treasury and Finance (DTF) discloses in its annual financial statements the net defined benefit cost related to the members of these plans as an administered liability (on behalf of the State as the sponsoring employer).

Termination benefits are payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the College is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## 3.1.2 Employee benefits in the balance sheet

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave (LSL) for services rendered to the reporting date and recorded as an expense during the period the services are delivered.

	2019 \$	2018 \$
<b>Current provisions</b>		
<b>Annual leave</b>		
Unconditional and expected to be settled within 12 months	116,167	112,953
Unconditional and expected to be settled after 12 months	13,077	29,454
<b>Long service leave</b>		
Unconditional and expected to be settled within 12 months	23,713	28,802
Unconditional and expected to be settled after 12 months	290,614	232,727
<b>Provisions for on-costs</b>		
Unconditional and expected to be settled within 12 months	39,720	35,860
Unconditional and expected to be settled after 12 months	49,818	39,002
<b>Total current provisions for employee benefits</b>	<b>533,109</b>	<b>478,798</b>
<b>Non-current provisions</b>		
Employee benefits	64,029	35,711
On-costs	10,084	5,614
<b>Total non-current employee benefits</b>	<b>74,113</b>	<b>41,325</b>
<b>Total provisions for employee benefits</b>	<b>607,222</b>	<b>520,123</b>

## Reconciliation of movement in on-cost provision

	2019 \$
<b>Opening balance</b>	<b>80,476</b>
Additional provisions recognised	99,621
Reduction arising from payments/other sacrifices of future economic benefits	(80,476)
<b>Closing balance</b>	<b>99,621</b>
Current	89,538
Non-current	10,084

**Wages and salaries, annual leave and sick leave:** Liabilities for wages and salaries (including non-monetary benefits, annual leave and on-costs) are recognised as part of the employee benefit provision as current liabilities, because the College does not have an unconditional right to defer settlements of these liabilities.

The liability for salaries and wages are recognised in the balance sheet at remuneration rates which are current at the reporting date. As the College expects the liabilities to be wholly settled within 12 months of reporting date, they are measured at undiscounted amounts.

The annual leave liability is classified as a current liability and measured at the undiscounted amount expected to be paid, as the College does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognised in the Statement of Comprehensive Income as it is taken.

Employment on-costs such as payroll tax, workers compensation and superannuation are not employee benefits. They are disclosed separately as a component of the provision for employee benefits when the employment to which they relate has occurred.

**Unconditional LSL** is disclosed as a current liability; even where the College does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

The components of this current LSL liability are measured at:

- undiscounted value – if the College expects to wholly settle within 12 months; or
- present value – if the College does not expect to wholly settle within 12 months.

**Conditional LSL** is disclosed as a non-current liability. There is a conditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL is measured at present value.

Any gain or loss following revaluation of the present value of non-current LSL liability is recognised as a transaction, except to the extent that a gain or loss arises due to changes in bond interest rates for which it is then recognised as an 'other economic flow' in the net result.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## 3.1.3 Superannuation contributions

Employees of the College are entitled to receive superannuation benefits and the College contributes to both defined benefit and defined contribution plans. The defined benefit plans provide benefits based on years of service and final average salary.

	Paid contribution for the year		Contribution outstanding at year-end	
	2019 \$	2018 \$	2019 \$	2018 \$
<b>Defined contribution plans</b>				
Victorian Superannuation Fund – VicSuper	170,129	137,514	3,626	3,184
Other	79,173	85,774	1,852	1,654
<b>Total</b>	<b>249,302</b>	<b>223,288</b>	<b>5,478</b>	<b>4,838</b>

## 3.2 Other operating expenses

	2019 \$	2018 \$
<b>Supplies and services</b>		
Purchase of supplies and consumables	175,532	259,349
Purchase of services (including remuneration of auditors)	295,459	216,192
Maintenance	5,038	10,700
Judicial training	559,702	300,757
Fair value assets and services provided free of charge-Plant and equipment at cost	93,011	-
<b>Total other operating expenses</b>	<b>1,128,741</b>	<b>786,998</b>

Other operating expenses generally represent the day-to-day running costs incurred in normal operations.

**Supplies and services** are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any inventories held for distribution are expensed when the inventories are distributed.

## Note 4: Key assets available to support output delivery

### Introduction

The College controls plant and equipment and other investments that are utilised in fulfilling its objectives and conducting its activities. They represent the key resources that have been entrusted to the College to be utilised for delivery of those outputs.

#### Significant judgement: Classification of investments as “Key Assets”

The College has made the judgement that investments are key assets utilised to support the College's objectives and outputs.

#### Fair value measurement

Where the assets included in this section are carried at fair value, additional information is disclosed in Note 7.3 in connection with how those fair values were determined.

### Structure

- 4.1 Plant and equipment
  - 4.1.1 Depreciation and amortisation
  - 4.1.2 Carrying values by 'purpose' groups
  - 4.1.3 Reconciliation of movements in carrying values of plant and equipment

### 4.1 Plant and equipment

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2019 \$	2018 \$	2019 \$	2018 \$	2019 \$	2018 \$
Leasehold improvements at fair value	177,448	177,448	(175,269)	(145,689)	2,179	31,760
Plant, equipment and vehicles at fair value	325,807	325,807	(122,668)	(86,095)	203,139	239,713
	<b>503,255</b>	<b>503,255</b>	<b>(297,937)</b>	<b>(231,784)</b>	<b>205,318</b>	<b>271,473</b>

**Initial recognition:** Items of plant and equipment are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition.

The initial cost for non-financial physical assets under a finance lease is measured at amounts equal to the fair value of the leased asset or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease.

The cost of a leasehold improvement is capitalised and depreciated over the shorter of the remaining term of the lease or their estimated useful lives.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

**Subsequent measurement:** Plant and equipment are subsequently measured at fair value less accumulated depreciation and impairment. Fair value is determined with regard to the asset's highest and best use (considering legal or physical restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset) and is summarised on the following page by asset category.

Vehicles are valued using the current replacement cost method. The College acquires new vehicles and at times disposes of them before the end of their economic life. The process of acquisition, use and disposal in the market is managed by experienced fleet managers in the Department of Treasury and Finance (DTF) who set relevant depreciation rates during use to reflect the utilisation of the vehicles.

Note 7.3 includes additional information in connection with fair value determination of plant and equipment.

## Impairment of property, plant and equipment

The recoverable amount of primarily non-cash-generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity, is expected to be materially the same as fair value determined under AASB 13 Fair Value Measurement, with the consequence that AASB 136 does not apply to such assets that are regularly revalued.

### 4.1.1 Depreciation and amortisation

#### Charge for the period

	2019 \$	2018 \$
Leasehold improvements	29,581	29,581
Plant, equipment and vehicles	36,574	17,743
<b>Total depreciation</b>	<b>66,155</b>	<b>47,324</b>

All plant, equipment and motor vehicles that have finite useful lives are depreciated.

Depreciation is generally calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

Asset	Useful life: years
Leasehold improvements	6 years
Plant, equipment and vehicles (including leased assets)	3 to 10

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate. Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

### 4.1.2 Carrying values by 'purpose' groups

	Public administration	
	2019 \$	2018 \$
Leasehold improvements at fair value	2,179	31,760
Plant, equipment and vehicles (including leased assets)	203,139	239,713
<b>Net carrying amount</b>	<b>205,318</b>	<b>271,473</b>

### 4.1.3 Reconciliation of movements in carrying values of plant and equipment <sup>(i)</sup>

	Leasehold improvements \$	Plant, equipment and vehicles (including leased assets) \$
<b>2019</b>		
Opening balance	31,760	239,713
Depreciation	(29,581)	(36,574)
<b>Closing balance</b>	<b>2,179</b>	<b>203,139</b>

	Leasehold improvements \$	Plant, equipment and vehicles (including leased assets) \$
<b>2018</b>		
Opening balance	61,340	97,411
Purchases	-	160,045
Depreciation	(29,580)	(17,743)
<b>Closing balance</b>	<b>31,760</b>	<b>239,713</b>

Notes: (i) Fair value assessments have been performed for this asset class and the assessment indicated movements were not material (less than or equal to 10 per cent) for a full revaluation.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Note 5: Other assets and liabilities

### Introduction

This section sets out those assets and liabilities that arose from the College's operations.

### Structure

- 5.1 Receivables
- 5.2 Payables

#### 5.1 Receivables

	2019 \$	2018 \$
<b>Contractual</b>		
Sale of goods and services	14,490	6,165
<b>Statutory</b>		
Amount owing from Victorian Government <sup>(a)</sup>	1,645,741	1,140,188
GST receivable	-	-
<b>Total receivables</b>	<b>1,660,231</b>	<b>1,146,353</b>
<i>Represented by:</i>		
Current receivables	1,586,118	1,105,028
Non-current receivables	74,113	41,325

(a) The amounts recognised from Court Services Victoria/Victorian Government represent funding for all commitments incurred through the appropriations and are drawn from the Consolidated Fund as the commitments fall due. (Appropriations are amounts owed by Court Services Victoria/Victorian Government as legislated in the Appropriations Act. Due to the existence of legislative instrument, the appropriation receivable to an entity is statutory in nature, and hence not within the scope of the financial instruments standards.)

**Contractual receivables** are classified as financial instruments and categorised as 'financial assets and amortised costs'. They are initially recognised at fair value plus any directly attributable transaction costs. The College holds the contractual receivables with the objective to collect the contractual cash flows and therefore subsequently measured at amortised cost using the effective interest method, less any impairment.

**Statutory receivables** do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment) but are not classified as financial instruments. The College applies AASB 9 for initial measurement of the statutory receivables and as a result statutory receivables are initially recognised at fair value plus any directly attributable transaction cost. Amounts recognised from the Victorian Government represent funding for all commitments incurred and are drawn from the Consolidated Fund as the commitments fall due.

Details about the College's impairment policies, the College's exposure to credit risk, and the calculation of the loss allowance are set out in note 7.1.2.

#### 5.2 Payables

	2019 \$	2018 \$
<b>Contractual</b>		
Supplies and services	205,379	96,123
Employee benefits	71,783	57,135
<b>Statutory</b>		
GST payable	1,181	3,146
<b>Total payables</b>	<b>278,343</b>	<b>156,404</b>
<i>Represented by:</i>		
Current payables	278,343	156,404

Payables consist of:

- **contractual payables**, classified as financial instruments and measured at amortised cost. Accounts payable represent liabilities for supplies and services provided to the College prior to the end of the financial year that are unpaid; and
- **statutory payables**, that are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from contracts.

Payables for supplies and services have an average credit period of 30 days.

The terms and conditions of amounts payable to the government and agencies vary according to the particular agreements and as they are not legislative payables, they are not classified as financial instruments.

In the determination of fair value, consideration is given to factors including the overall capital management/prudential supervision framework in operation, the protection provided by the State Government by way of funding should the probability of default increase, probability of default by the guaranteed party and the likely loss to the College in the event of default.

#### Maturity analysis of contractual payables <sup>(a)</sup>

	Carrying amount \$	Nominal amount \$	Maturity dates			
			Less than 1 month \$	1-3 months \$	3 months – 1 year \$	1-5 years \$
<b>2019</b>						
Supplies and services	205,379	205,379	205,379	-	-	-
Employee benefits	71,783	71,783	71,783	-	-	-
<b>Total</b>	<b>277,162</b>	<b>277,162</b>	<b>277,162</b>	-	-	-
<b>2018</b>						
Supplies and services	96,123	96,123	96,123	-	-	-
Employee benefits	57,135	57,135	57,135	-	-	-
<b>Total</b>	<b>153,258</b>	<b>153,258</b>	<b>153,258</b>	-	-	-

Notes: (a) Maturity analysis is presented using the contractual undiscounted cash flows.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Note 6: How we financed our operations

### Introduction

This section provides information on the sources of finance utilised by the College during its operations, along with interest expenses (the cost of borrowings) and other information related to financing activities of the College.

This section includes disclosures of balances that are financial instruments (such as borrowings and cash balances). Notes 7.2 and 7.3 provide additional, specific financial instrument disclosures.

### Structure

- 6.1 Borrowings
- 6.2 Leases
  - 6.2.1 Finance lease liabilities (College as lessee)
- 6.3 Cash flow information and balances
  - 6.3.1 Reconciliation of net result to cash flow from operating activities
- 6.4 Trust account balances
- 6.5 Commitments for expenditure

### 6.1 Borrowings

	2019 \$	2018 \$
<b>Current borrowings</b>		
Finance lease liabilities <sup>(a)</sup>		
– Non-PPP related finance lease liabilities	6,942	5,915
<b>Total current borrowings</b>	<b>6,942</b>	<b>5,915</b>
<b>Non-current borrowings</b>		
Finance lease liabilities <sup>(a)</sup>		
– Non-PPP related finance lease liabilities	-	5,821
<b>Total non-current borrowings</b>	<b>-</b>	<b>5,821</b>
<b>Total borrowings</b>	<b>6,942</b>	<b>11,736</b>

Notes: (a) Secured by the assets leased. Finance leases are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

**Borrowings** refer to interest bearing liabilities mainly raised from public borrowings raised through the Treasury Corporation of Victoria, finance leases and other interest bearing arrangements.

Borrowings are classified as financial instruments. The measurement basis depends on whether the College has categorised its interest bearing liabilities as either 'financial liabilities designated at fair value through net result', or financial liabilities at 'amortised cost'. The classification depends on the nature and purpose of the interest bearing liabilities. The College determines the classification of its interest bearing liabilities at initial recognition.

The College has designated certain financial liability at fair value through net result to eliminate or significantly reduce the accounting mismatch that would otherwise arise. All other interest bearing borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method. For financial liabilities designated at fair value through net result, all transaction costs are expensed as incurred. And they are subsequently measured at fair value with changes in fair value relating to the College's own credit risk recognised in other comprehensive income and the remaining amount of changes in fair value recognised in net result. Amounts in other comprehensive income related to credit risk are not subject to recycling in profit loss but are transferred to retained earnings when realised.

**Defaults and breaches:** During the current and prior year, there were no defaults and breaches of any of the loans.

Interest bearing liabilities are classified as financial instruments. All interest-bearing liabilities are initially recognised at the fair value of the consideration received less directly attributable transaction costs. The measurement basis subsequent to initial recognition depends on whether the College has categorised its interest-bearing liabilities as either 'financial liabilities designated at fair value through profit or loss', or financial liabilities at 'amortised cost'.

### Maturity analysis of borrowings

	Carrying amount \$	Nominal amount \$	Maturity dates				
			Less than 1 month \$	1-3 months \$	3 months – 1 year \$	1- 5 years \$	5+ years \$
<b>2019</b>							
Finance lease liabilities	6,942	6,942	6,942	-	-	-	-
<b>Total</b>	<b>6,942</b>	<b>6,942</b>	<b>6,942</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>2018</b>							
Finance lease liabilities	11,736	14,966	542	1,084	4,883	8,487	-
<b>Total</b>	<b>11,736</b>	<b>14,966</b>	<b>542</b>	<b>1,084</b>	<b>4,383</b>	<b>8,487</b>	<b>-</b>

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Interest expense

	2019 \$	2018 \$
Interest on finance lease liabilities	433	689
<b>Total interest expense</b>	<b>433</b>	<b>689</b>

**Interest expense** includes costs incurred in connection with the borrowing of funds and includes interest on bank overdrafts and short-term and long-term borrowings, amortisation of discounts or premiums relating to borrowings, interest component of finance leases repayments, and the increase in financial liabilities and non-employee provisions due to the unwinding of discounts to reflect the passage of time.

Interest expense is recognised in the period in which it is incurred.

The College recognises borrowing costs immediately as an expense, even where they are directly attributable to the acquisition, construction or production of a qualifying asset.

## 6.2 Leases

### 6.2.1 Finance lease liabilities (College as lessee)

	Minimum future lease pay		Present value of minimum future lease payments	
	2019 \$	2018 \$	2019 \$	2018 \$
<b>Finance lease liabilities payable<sup>(a)</sup></b>				
Not longer than one year	6,942	6,510	6,942	5,915
Longer than one year but not longer than five years	-	5,967	-	5,821
<b>Minimum future lease payments<sup>(b)</sup></b>	<b>6,942</b>	<b>12,477</b>	<b>6,942</b>	<b>11,736</b>
Less future finance charges	-	(741)	-	-
<b>Present value of minimum lease payments</b>	<b>6,942</b>	<b>11,736</b>	<b>6,942</b>	<b>11,736</b>
Included in the financial statements as:				
Current borrowings lease liabilities (Note 6.1)	6,942	-	6,210	5,915
Non-current borrowings lease liabilities (Note 6.1)	-	-	981	5,821
<b>Total</b>	<b>6,942</b>	<b>-</b>	<b>7,191</b>	<b>11,736</b>

Notes: (a) Other finance lease liabilities include obligations that are recognised on the balance sheet; the future payments related to operating and lease commitments are disclosed in Note 6.1.

(b) Minimum future lease payments include the aggregate of all base payments and any guaranteed residual.

At the commencement of the lease term, finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased vehicle or, if lower, the present value of the minimum lease payment, each determined at the inception of the lease. The leased asset is accounted for as a non-financial physical asset and depreciated over the shorter of the estimated useful life of the asset or the term of the lease. Minimum finance lease payments are apportioned between the reduction of the outstanding lease liability and the periodic finance expense which is calculated using the interest rate applied by the lease and charged directly to the consolidated comprehensive operating statement.

Contingent rentals associated with finance leases are recognised as an expense in the period in which they are incurred.

## 6.3 Cash flow information and balances

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank, deposits at call and those highly liquid investments with an original maturity of three months or less, which are held for the purpose of meeting short-term cash commitments rather than for investment purposes, and which are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

For cash flow statement presentation purposes, cash and cash equivalents are indicated below.

	2019 \$	2018 \$
Total cash and deposits disclosed in the balance sheet	1,406,774	1,105,566
<b>Balance as per cash flow statement</b>	<b>1,406,774</b>	<b>1,105,566</b>

Due to the State's investment policy and funding arrangements, the College does not hold a large cash reserve in its trust accounts. Cash received from generation of income is generally paid into CSV's bank account ('public account'). Similarly, College expenditure, including in the form of cheques drawn for the payments to its suppliers and creditors are made via CSV's public account.

### 6.3.1 Reconciliation of net result for the period to cash flow from operating activities

	2019 \$	2018 \$
<b>Net result for the period</b>	<b>544,689</b>	<b>337,418</b>
<b>Non-cash movements</b>		
Depreciation of plant and equipment	66,155	47,324
Plant & Equipment Given Free of Charge	93,011	-
<b>Movements in assets and liabilities:</b>		
(Increase)/decrease in receivables	(513,879)	(114,817)
Increase/(decrease) in payables	28,928	45,982
Increase/(decrease) in provisions	87,099	92,800
<b>Net cash flows from/(used in) operating activities</b>	<b>306,002</b>	<b>408,708</b>

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## 6.4 Trust account balances

Trust account balances relating to trust accounts controlled and/or administered by the College.

Cash and cash equivalents and investments	2019				2018			
	Opening balance as at 1 July 2018	Total receipts	Total payments	Closing balance as at 30 June 2019	Opening balance as at 1 July 2017	Total receipts	Total payments	Closing balance as at 30 June 2018
	\$	\$	\$	\$	\$	\$	\$	\$
<b>Controlled trusts</b>								
College Trust account balance <sup>(a)</sup>	1,105,366	306,199	4,990	1,406,575	862,521	598,855	356,010	1,105,366
<b>Total</b>	<b>1,105,366</b>	<b>306,199</b>	<b>4,990</b>	<b>1,406,575</b>	<b>862,521</b>	<b>598,855</b>	<b>356,010</b>	<b>1,105,366</b>

Notes: (a) The College holds trust account balance that are included in the Treasury Trust Fund. Funds are drawn from the trust account in relation to specific College programs and projects that are approved by the College Board.

## 6.5 Commitments for expenditure

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are recorded below at their nominal value and inclusive of GST. Where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

College commitments payable for 2018-19: Nil (2017-18: Nil)

## Note 7: Risks, contingencies and valuation judgements

### Introduction

The College is exposed to risk from its activities and outside factors. In addition, it is often necessary to make judgements and estimates associated with recognition and measurement of items in the financial statements. This section sets out financial instrument specific information (including exposures to financial risks), as well as those items that are contingent in nature or require a high level of judgement to be applied, which for the College related mainly to fair value determination.

### Structure

- 7.1 Financial instruments specific disclosures
  - 7.1.1 Financial instruments: Categorisation
  - 7.1.2 Financial risk management: objectives and policies
- 7.2 Contingent assets and contingent liabilities
- 7.3 Fair value determination
  - 7.3.1 Fair value determination: financial assets and liabilities
  - 7.3.2 Fair value determination: Non-financial physical assets

### 7.1 Financial instruments specific disclosures

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the College's activities, certain financial assets and financial liabilities arise under statute rather than a contract (for example taxes, fines and penalties). Such assets and liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*.

Guarantees issued on behalf of the College are financial instruments because, although authorised under statute, terms and conditions for each financial guarantee may vary and are subject to an agreement.

From 1 July 2018, the College applies AASB 9 and classifies all of its financial assets based on the business model for managing the assets and the asset's contractual terms.

#### Categories of financial assets under AASB 9

##### Financial assets at amortised cost

Financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the College to collect the contractual cash flows, and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interests.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment.

The College recognises the following assets in this category:

- cash and deposits;
- receivables (excluding statutory receivables);



# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Categories of financial assets previously under AASB 139

Loans and receivables and cash are financial instrument assets with fixed and determinable payments that are not quoted on an active market. These assets and liabilities are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial measurement, loans and receivables are measured at amortised cost using the effective interest method (and for assets, less any impairment). The College recognises the following assets in this category:

- cash and deposits;
- receivables (excluding statutory receivables);

Held to maturity financial assets: If the College has the positive intent and ability to hold nominated investments to maturity, then such financial assets may be classified as held to maturity. These are recognised initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, held to maturity financial assets are measured at amortised cost using the effective interest method, less any impairment losses.

## Categories of financial liabilities under AASB 9 and previously under AASB 139

Financial assets and liabilities at fair value through net result are categorised as such at trade date, or if they are classified as held for trading or designated as such upon initial recognition. Financial instrument assets are designated at fair value through net result on the basis that the financial assets form part of a group of financial assets that are managed based on their fair values and have their performance evaluated in accordance with documented risk management and investment strategies. Financial instruments at fair value through net result are initially measured at fair value; attributable transaction costs are expensed as incurred. Subsequently, any changes in fair value are recognised in the net result as other economic flows unless the changes in fair value relate to changes in the College's own credit risk. In this case, the portion of the change attributable to changes in the College's own credit risk is recognised in other comprehensive income with no subsequent recycling to net result when the financial liability is derecognised.

Financial liabilities at amortised cost are initially recognised on the date they are originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest bearing liability, using the effective interest rate method. The College recognises the following liabilities in this category:

- payables (excluding statutory payables); and
- borrowings (including finance lease liabilities).

## Financial assets at fair value through other comprehensive income

Debt investments are measured at fair value through other comprehensive income if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the College to achieve its objective both by collecting the contractual cash flows and by selling the financial assets, and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interests.

Equity investments are measured at fair value through other comprehensive income if the assets are not held for trading and the College has irrevocably elected at initial recognition to recognise in this category.

These assets are initially recognised at fair value with subsequent change in fair value in other comprehensive income.

Upon disposal of these debt instruments, any related balance in the fair value reserve is reclassified to profit or loss. However, upon disposal of these equity instruments, any related balance in fair value reserve is reclassified to retained earnings.

The College recognises certain unlisted equity instruments within this category.

## Financial assets at fair value through net result

Equity instruments that are held for trading as well as derivative instruments are classified as fair value through net result. Other financial assets are required to be measured at fair value through net result unless they are measured at amortised cost or fair value through other comprehensive income as explained above.

However, as an exception to those rules above, the College may, at initial recognition, irrevocably designate financial assets as measured at fair value through net result if doing so eliminates or significantly reduces a measurement or recognition inconsistency ('accounting mismatch') that would otherwise arise from measuring assets or liabilities or recognising the gains and losses on them on different bases.

The College recognises listed equity securities as mandatorily measured at fair value through net result and designated all of its managed investment schemes as well as certain 5-year government bonds as fair value through net result.

## 7.1.1 Financial instruments: Categorisation

	Cash and deposits \$	Financial liabilities at amortised cost (AC) \$	Total \$
<b>2019</b>			
<b>Contractual financial assets</b>			
Petty cash	200	-	200
Trust fund balances	1,406,574	-	1,406,574
<b>Total contractual financial assets</b>	<b>1,406,774</b>	<b>-</b>	<b>1,406,774</b>
<b>Contractual financial liabilities</b>			
<b>Payables<sup>(a)</sup></b>			
Supplies and services	-	205,379	205,379
Employee benefits	-	71,783	71,783
<b>Borrowings</b>			
Finance lease liabilities	-	6,942	6,942
<b>Total contractual financial liabilities</b>	<b>-</b>	<b>284,104</b>	<b>284,104</b>

Notes: (a) The total amounts disclosed here exclude statutory amounts (e.g. amounts owing from the Victorian Government and GST input tax credit recoverable and taxes payable).

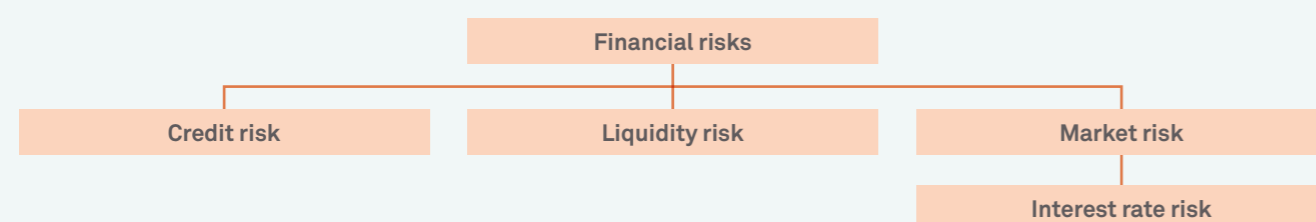
# Notes to the Financial Statements

For the financial year ended 30 June 2019

2018	Cash and deposits \$	Financial liabilities at amortised cost (AC) \$	Total \$
<b>Contractual financial assets</b>			
Petty cash	200	-	200
Trust fund balances	1,105,366	-	1,105,366
<b>Total contractual financial assets</b>	<b>1,105,566</b>	<b>-</b>	<b>1,105,566</b>
<b>Contractual financial liabilities</b>			
<b>Payables<sup>(a)</sup></b>			
Supplies and services	-	96,123	96,123
Employee benefits	-	57,135	57,135
<b>Borrowings</b>			
Finance lease liabilities	-	11,736	11,736
<b>Total contractual financial liabilities</b>	<b>-</b>	<b>164,994</b>	<b>164,994</b>

Notes: (a) The total amounts disclosed here exclude statutory amounts (e.g. amounts owing from the Victorian Government and GST input tax credit recoverable and taxes payable).

## 7.1.2 Financial risk management objectives and policies



As a whole, the College's financial risk management program seeks to manage these risks and the associated volatility of its financial performance.

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument above are disclosed in Note 7.3 to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the College's financial risks within the government policy parameters.

The College's main financial risks include credit risk, liquidity risk and interest rate risk. The College manages these financial risks in accordance with its financial risk management policy.

The College uses different methods to measure and manage the different risks to which it is exposed. Primary responsibility for the identification and management of financial risks rests with the Accountable Officer of the College.

## Financial instruments: Credit risk

Credit risk refers to the possibility that a borrower will default on its financial obligations as and when they fall due. The College's exposure to credit risk arises from the potential default of a counter party on their contractual obligations resulting in financial loss to the College. Credit risk is measured at fair value and is monitored on a regular basis.

Credit risk associated with the College's contractual financial assets is minimal because the main debtor is the Victorian Government. For debtors other than the Government, it is the College's policy to only deal with entities with high credit ratings of a minimum triple-B rating and to obtain sufficient collateral or credit enhancements, where appropriate.

In addition, the College does not engage in hedging for its contractual financial assets and mainly obtains contractual financial assets that are on fixed interest, except for cash and deposits, which are mainly cash at bank. As with the policy for debtors, the College's policy is to only deal with banks with high credit ratings.

Provision of impairment for contractual financial assets is recognised when there is objective evidence that the College will not be able to collect a receivable. Objective evidence includes financial difficulties of the debtor, default payments, debts that are more than 60 days overdue, and changes in debtor credit ratings.

Contract financial assets are written off against the carrying amount when there is no reasonable expectation of recovery. Bad debt written off by mutual consent is classified as a transaction expense. Bad debt written off following a unilateral decision is recognised as other economic flows in the net result.

Except as otherwise detailed in the following table, the carrying amount of contractual financial assets recorded in the financial statements, net of any allowances for losses, represents the College's maximum exposure to credit risk without taking account of the value of any collateral obtained.

There has been no material change to the College's credit risk profile in 2018-19.

## Credit quality of contractual financial assets that are neither past due nor impaired<sup>(a)</sup>

	Financial institutions \$	Government agencies \$	Other \$	Total \$
<b>2019</b>				
Petty cash	-	200	-	200
Trust fund balances	-	1,406,574	-	1,406,574
<b>Total contractual financial assets</b>	<b>-</b>	<b>1,406,774</b>	<b>-</b>	<b>1,406,774</b>
<b>2018</b>				
Petty cash	-	200	-	200
Trust fund balances	-	1,105,366	-	1,105,366
<b>Total contractual financial assets</b>	<b>-</b>	<b>1,105,566</b>	<b>-</b>	<b>1,105,566</b>

Notes: (a) The total amounts disclosed here exclude statutory amounts (e.g. amounts owing from the Victorian Government and GST input tax credit recoverable).

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Financial instruments: Liquidity risk

Liquidity risk arises from being unable to meet financial obligations as they fall due. The College operates under the Government fair payments policy of settling financial obligations within 30 days and in the event of a dispute, making payments within 30 days from the date of resolution.

The College is exposed to liquidity risk mainly through the financial liabilities as disclosed on the face of the balance sheet and the amounts related to financial guarantees. The College manages its liquidity risk by:

- maintaining an adequate level of uncommitted funds that can be drawn at short notice to meet its short-term obligations;
- holding investments and other contractual financial assets that are readily tradeable in the financial markets; and
- capital.

The College's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Cash for unexpected events is generally sourced from liquidation of available for sale financial investments.

The carrying amount detailed in the following table of contractual financial liabilities recorded in the financial statements represents the College's maximum exposure to liquidity risk.

## Financial instruments: Market risk

The College's exposures to market risk are primarily through interest rate risk. Objectives, policies and processes used to manage each of these risks are disclosed below.

## Sensitivity disclosure analysis and assumptions

The College's sensitivity to market risk is determined based on the observed range of actual historical data for the preceding five-year period, with all variables other than the primary risk variable held constant. The College's fund managers cannot be expected to predict movements in market rates and prices. Sensitivity analyses shown are for illustrative purposes only.

The following movements are 'reasonably possible' over the next 12 months. A movement of 100 basis points up and down (100 basis points up and down) in market interest rates (AUD) and the tables that follow show the impact on the College's net result and equity for each category of financial instrument held by the College at the end of the reporting period, if the above movements were to occur.

## Interest rate risk

### Interest rate exposure of financial instruments

	Weighted average interest rate % \$	Carrying amount \$	Fixed interest rate \$	Variable interest rate \$	Non-interest bearing \$
<b>2019</b>					
<b>Financial assets</b>					
Petty cash	-	200	-	0	200
Trust fund balance	-	1,406,574	-	0	1,406,574
<b>Total financial assets</b>	<b>-</b>	<b>1,406,774</b>	<b>-</b>	<b>0</b>	<b>1,406,774</b>
<b>Financial liabilities</b>					
<b>Payables<sup>(a)</sup></b>					
Supplies and services	-	277,162	-	-	277,162
<b>Borrowings</b>					
Finance lease liabilities	3.22%	6,942	6,942	-	-
<b>Total financial liabilities</b>	<b>-</b>	<b>284,104</b>	<b>6,942</b>	<b>-</b>	<b>277,162</b>
<b>2018</b>					
<b>Financial assets</b>					
Petty cash	-	200	-	-	200
Trust fund balance	-	1,105,366	-	-	1,105,366
<b>Total financial assets</b>	<b>-</b>	<b>1,105,566</b>	<b>-</b>	<b>-</b>	<b>1,105,566</b>
<b>Financial liabilities</b>					
<b>Payables<sup>(a)</sup></b>					
Supplies and services	-	153,258	-	-	153,258
<b>Borrowings</b>					
Finance lease liabilities	4.62%	11,736	11,736	-	-
<b>Total financial liabilities</b>	<b>-</b>	<b>164,944</b>	<b>11,736</b>	<b>-</b>	<b>153,258</b>

Notes: (a) The carrying amounts disclosed here exclude statutory amounts (e.g. amounts owing from the Victorian Government and GST input tax credit recoverable).

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## 7.2 Contingent assets and contingent liabilities

### Contingent assets

The College has no contingent assets (2018: \$Nil)

### Contingent liabilities

The College has no contingent liabilities (2018: \$Nil)

## 7.3 Fair value determination

### Significant judgement: Fair value measurements of assets and liabilities

Fair value determination requires judgement and the use of assumptions. This section discloses the most significant assumptions used in determining fair values. Changes to assumptions could have a material impact on the results and financial position of the College.

This section sets out information on how the College determined fair value for financial reporting purposes. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The following assets and liabilities are carried at fair value:

- Financial assets and liabilities at fair value through operating result.

In addition, the fair values of other assets and liabilities which are carried at amortised cost, also need to be determined for disclosure purposes.

The College determines the policies and procedures for determining fair values for both financial and non-financial assets and liabilities as required.

### Fair value hierarchy

In determining fair values, a number of inputs are used. To increase consistency and comparability in the financial statements, these inputs are categorised into three levels, also known as the fair value hierarchy. The levels are as follows:

- Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities;
- Level 2 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 – Valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

The College determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

The Valuer-General Victoria (VGV) is the College's independent valuation agency (or) the College, in conjunction with VGV, monitors changes in the fair value of each asset and liability through relevant data sources to determine whether revaluation is required.

### How this section is structured?

For those assets and liabilities for which fair values are determined, the following disclosures are provided:

- carrying amount and the fair value (which would be the same for those assets measured at fair value);
- which level of the fair value hierarchy was used to determine the fair value;
- in respect of those assets and liabilities subject to fair value determination using Level 3 inputs;
  - a reconciliation of the movements in fair values from the beginning of the year to the end; and
  - details of significant unobservable inputs used in the fair value determination.

This section is divided between disclosures in connection with fair value determination for financial instruments (refer Note 7.3.1) and non-financial physical assets (refer 7.3.2)

### 7.3.1 Fair value determination of financial assets and liabilities

The fair values and net fair values of financial assets and liabilities are determined as follows:

- Level 1 – the fair value of financial instrument with standard terms and conditions and traded in active liquid markets are determined with reference to quoted market prices;
- Level 2 – the fair value is determined using inputs other than quoted prices that are observable for the financial asset or liability, either directly or indirectly; and
- Level 3 – the fair value is determined in accordance with generally accepted pricing models based on discounted cash flow analysis using unobservable market inputs.

The College currently holds a range of financial instruments that are recorded in the financial statements where the carrying amounts are a reasonable approximation of fair value, due to their short-term nature or with the expectation that they will be paid in full by the end of the 2019-20 reporting period.

### These financial instruments include:

<i>Financial assets</i>	<i>Financial liabilities</i>
Petty cash and trust fund	Payables
	Borrowings

Where the fair value of the financial instruments is different from the carrying amounts, the following information has been included to disclose the difference.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Fair value of financial instruments measured at amortised cost

	Carrying amount 2019 \$	Fair value \$	Carrying amount 2018 \$	Fair value \$
<b>Financial liabilities</b>				
Finance lease liabilities	6,942	6,942	11,736	11,736
<b>Total liabilities at fair value</b>	<b>6,942</b>	<b>6,942</b>	<b>11,736</b>	<b>11,736</b>

## 7.3.2 Fair value determination: Non-financial physical assets

### Fair value measurement hierarchy

	Carrying amount as at 30 June 2019 \$	Fair value measurement at end of reporting period using:		
		Level 1 \$	Level 2 <sup>(a)</sup> \$	Level 3 \$
<b>2019</b>				
<b>Leasehold improvements at fair value</b>				
Leasehold improvements	2,179	-	-	2,179
<b>Plant, equipment and vehicles at fair value</b>				
Plant, equipment and vehicles <sup>(a)</sup>	203,139	-	-	203,139
<b>Total</b>	<b>205,318</b>	<b>-</b>	<b>-</b>	<b>205,318</b>

	Carrying amount as at 30 June 2018 \$	Fair value measurement at end of reporting period using:		
		Level 1 \$	Level 2 <sup>(a)</sup> \$	Level 3 \$
<b>2018</b>				
<b>Leasehold improvements at fair value</b>				
Leasehold improvements	31,760	-	-	31,760
<b>Plant, equipment and vehicles at fair value</b>				
Plant, equipment and vehicles <sup>(a)</sup>	239,713	-	-	239,713
<b>Total</b>	<b>271,473</b>	<b>-</b>	<b>-</b>	<b>271,473</b>

Notes: (a) Classified in accordance with the fair value hierarchy see note 7.3.1

There have been no transfers between levels during the period.

**Plant and equipment** is held at fair value. When plant and equipment is specialised in use, such that it is rarely sold other than as part of a going concern, fair value is determined using the current replacement cost method.

There were no changes in valuation techniques throughout the period to 30 June 2019.

For all assets measured at fair value, the current use is considered the highest and best use.

**Vehicles** are valued using the current replacement cost method. The College acquires new vehicles and at times disposes of them before the end of their economic life. The process of acquisition, use and disposal in the market is managed by experienced fleet managers in VicFleet who set relevant depreciation rates during use to reflect the utilisation of the vehicles.

### Reconciliation of Level 3 fair value movements

	Leasehold improvements \$	Plant and equipment \$	Motor vehicle \$
<b>2019</b>			
<b>Opening balance</b>	<b>31,760</b>	<b>227,976</b>	<b>11,736</b>
Depreciation	(29,581)	(30,812)	(5,762)
<b>Closing balance</b>	<b>2,179</b>	<b>197,164</b>	<b>5,974</b>

	Leasehold improvements \$	Plant and equipment \$	Motor vehicle \$
<b>2018</b>			
<b>Opening balance</b>	<b>61,340</b>	<b>80,093</b>	<b>17,320</b>
Purchases	-	160,043	-
Disposal	-	-	-
Depreciation	(29,580)	(12,159)	(5,584)
<b>Closing balance</b>	<b>31,760</b>	<b>227,977</b>	<b>11,736</b>

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Description of significant unobservable inputs to Level 3 valuations

	Valuation technique	Significant unobservable inputs	Range (weighted average)	Sensitivity of fair value measurement to changes in significant unobservable inputs
<b>Leasehold improvement</b>	Current replacement cost	Cost per square metre		A significant increase or decrease in direct cost per square metre adjustment would result in a significantly higher or lower fair value.
		Useful life of leasehold improvements	6 years	A significant increase or decrease in the lease term of the asset would result in a significantly higher or lower fair value.
<b>Plant and equipment</b>	Current replacement cost	Cost per unit	\$5,000-\$20,000 per unit	A significant increase or decrease in cost per unit would result in a significantly higher or lower fair value.
		Useful life of leasehold improvements	5 - 10 years	A significant increase or decrease in the estimated useful life of the asset would result in a significantly higher or lower fair value.
<b>Motor vehicle under finance lease</b>	Current replacement cost	Cost per unit	\$20,000-\$30,000 per unit	A significant increase or decrease in direct cost per unit would result in a significantly higher or lower fair value.
		Useful life of motor vehicle	3 years	A significant increase or decrease in the estimated useful life of the asset would result in a significantly higher or lower fair value.

## Note 8: Other disclosures

### Introduction

This section includes additional material disclosures required by accounting standards or otherwise, for the understanding of this financial report.

### Structure

- 8.1 Other economic flows included in net result
- 8.2 Responsible persons
- 8.3 Remuneration of executives
- 8.4 Related parties
- 8.5 Remuneration of auditors
- 8.6 Subsequent events
- 8.7 Australian Accounting Standards issued that are not yet effective
- 8.8 Glossary of technical terms
- 8.9 Style conventions

### 8.1 Other economic flows included in net result

Other economic flows are changes in the volume or value of an asset or liability that do not result from transactions. Other gains/(losses) from other economic flows include the gains or losses from:

- the revaluation of the present value of the long service leave liability due to changes in the bond interest rates; and
- reclassified amounts relating to available-for-sale financial instruments from the reserves to net result due to a disposal or derecognition of the financial instrument. This does not include reclassification between equity accounts due to machinery of government changes or 'other transfers' of assets.

	2019 \$	2018 \$
Net gain/(loss) arising from revaluation of long service leave liability <sup>(1)</sup>	230	(481)
<b>Total other gains/(losses) from other economic flows</b>	<b>230</b>	<b>(481)</b>

Notes: (1) Revaluation gain/(loss) due to changes in bond rates

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## 8.2 Responsible persons

In accordance with the Ministerial Directions issued by the Assistant Treasurer under the *Financial Management Act 1994* (FMA), the following disclosures are made regarding responsible persons for the reporting period. The persons who held the positions of Ministers and Responsible Officers in the College are as follows:

### Names

The persons who held the positions of Ministers and Accountable Officers in the College are as follows:

Attorney-General	The Hon Martin Pakula MP	(1 July 2018 to 28 November 2018)
Acting Attorney-General	The Hon Benjamin Carroll MP	(6 April 2019 to 14 April 2019)
Attorney-General	The Hon Jill Hennessy MP	(29 November 2018 to 30 June 2019)
Chief Executive Officer	Ms Samantha Burchell	(1 July 2018 to 30 June 2019)

The Minister's remuneration and allowances is set by the *Parliamentary Salaries and Superannuation Act 1968* and is reported within the Department of Parliamentary Services' Financial Report.

The persons who held the positions of Responsible Officers in the College are as follows:

Name	Position	Period
The Honourable Chief Justice Anne Ferguson	Chairperson	(1 July 2018 to 30 June 2019)
His Honour Chief Judge Peter Kidd	Board member	(1 July 2018 to 30 June 2019)
His Honour Chief Magistrate Peter Lauritsen	Board member	(1 July 2018 to 30 June 2019)
Her Honour Judge Amanda Chambers	Board member	(1 July 2018 to 30 June 2019)
The Honourable Justice Michelle Quigley	Board member	(1 July 2018 to 30 June 2019)
Her Honour Judge Sara Hinchey	Board member	(1 July 2018 to 17 August 2018)
Acting State Coroner Iain West	Board member	(18 August 2018 to 15 April 2019)
Acting State Coroner Caitlin English	Board member	(16 April 2019 to 30 June 2019)
Emeritus Professor Arie Freiberg AM	Board member	(1 July 2018 to 30 June 2019)
Mr Greg Lee	Board member	(1 July 2018 to 30 June 2019)

### Remuneration

Band Range	Total number	
	2019	2018
\$0-\$9,999	10	10
\$200,000 - \$209,999	1	-
\$210,000 - \$219,999	-	1
<b>Total</b>	<b>11</b>	<b>11</b>
<b>Total remuneration</b>	<b>213,834</b>	<b>211,062</b>

## 8.3 Remuneration of executives

The Chief Executive Officer is the Accountable Officer and is reported under remuneration of responsible persons in note 8.2 and key management personnel in note 8.4. There were no other executives whose remuneration is required to be disclosed under FRD 21 C disclosures of responsible persons and executive officers.

## 8.4 Related parties

The College is an independent agency established under the *Judicial College of Victoria Act 2001*. It is a wholly owned and controlled entity of the State of Victoria.

Related parties of the College include:

- all key management personnel and their close family members;
- all cabinet ministers and their close family members; and
- all departments and public sector entities that are controlled and consolidated into the whole of state consolidated financial statements.

All related party transactions have been entered into on an arm's length basis.

### Significant transactions with government-related entities

The College received funding from the following:

	2019 \$	2018 \$
Court Services Victoria	4,659,300	3,520,470
<b>Total</b>	<b>4,659,300</b>	<b>3,520,470</b>

The College made payments to the following:

	2019 \$	2018 \$
Supreme Court of Victoria - Library Services	44,502	42,653
<b>Total</b>	<b>44,502</b>	<b>42,653</b>

# Notes to the Financial Statements

For the financial year ended 30 June 2019

**Key management personnel** (KMP) of the College include the Attorney-General, Chairperson, Board members and the Chief Executive Officer. The compensation detailed below excludes the salaries and benefits the Portfolio Minister receives. The Minister's remuneration and allowances is set by the *Parliamentary Salaries and Superannuation Act 1968* is reported within the Department of Parliamentary Services' Financial Report or for the salaries and benefits of the Chairperson and Board members who are Heads of each Victorian judicial jurisdiction, as these are reported within Court Services Victoria's Financial Report.

During 2018-19 two Governor-in-Council appointees received sitting fees for their role on the Judicial College of Victoria Board. The table below includes these sitting fees and the employee benefits paid to the Chief Executive Officer.

## Remuneration of Key Management Personnel

Remuneration comprises employee benefits in all forms of consideration paid, payable or provided by the entity, or on behalf of the entity, in exchange for services rendered, and is disclosed in the following categories. Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services. Post-employment benefits include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased. Other long-term benefits include long service leave, benefits or deferred compensation.

	2019 \$	2018 \$
Short-term benefits <sup>(a)</sup>	196,039	193,534
Post-employment benefits	17,795	17,528
Other long-term benefits	4,803	9,143
<b>Total <sup>(b)</sup></b>	<b>218,637</b>	<b>220,205</b>

Notes: (a) Total remuneration paid to KMPs employed as a contractor during the reporting period through an external service provider has been reported under short-term employee benefits.

(b) Note that KMPs are also reported in the disclosure of remuneration of the Accountable Officer (Note 8.3).

## Transactions and balances with key management personnel and other related parties

The following KMPs of the College are or were simultaneously Board members or former Board members of Court Services Victoria.

The Honourable Chief Justice Anne Ferguson  
His Honour Chief Magistrate Peter Lauritsen  
The Honourable Justice Michelle Quigley  
Acting State Coroner Iain West

His Honour Chief Judge Peter Kidd  
Her Honour Judge Amanda Chambers  
Her Honour Judge Sara Hinchey  
Acting State Coroner Caitlin English

Outside of normal citizen type transactions with the College and related party transactions previously disclosed, there were no related party transactions that were attributed to key management personnel, their close family members and their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties.

## 8.5 Remuneration of auditors

	2019 \$	2018 \$
<b>Victorian Auditor-General's Office</b>		
Audit or review of the financial statements	15,600	15,300
<b>Total remuneration of auditors</b>	<b>15,600</b>	<b>15,300</b>

## 8.6 Subsequent events

The College is not aware of any subsequent events that have occurred after the reporting period and before authorisation of the financial statements.

## 8.7 Australian Accounting Standards issued that are not yet effective

The following AASs become effective for reporting periods commencing after 1 July 2019:

- AASB 1059 *Service Concession Arrangements: Grantor*;
- AASB 16 *Leases*;
- AASB 15 *Revenue from Contract with Customers*; and
- AASB 1058 *Income of Not-for-Profit Entities*.

### Service concession arrangements

Prior to the issuance of AASB 1059, there was no definitive accounting guidance in Australia for service concession arrangements, which include a number of public private partnership (PPP) arrangements. The AASB issued the new standard to address the lack of specific accounting guidance and based the content thereof broadly on its international equivalent: International Public Sector Accounting Standard 32: *Service Concession Arrangements: Grantor*.

For arrangements within the scope of AASB 1059, the public sector grantor will be required to record the asset(s) used in the service concession arrangement at current replacement cost in accordance with cost approach to Fair Value under AASB 13: *Fair Value Measurement*, with a related liability, which could be a financial liability, an accrued revenue liability (referred to as the "Grant Of A Right To The Operator" or GORTO liability) or a combination of both. The AASB recently announced a one-year deferral on the new accounting requirements for public sector grantors in service concession arrangements. As a result, AASB 1059 will apply to annual periods beginning on or after 1 January 2020, rather than 1 January 2019. However, the College intends to early adopt AASB 1059 in line with the original adoption date of 1 January 2019, i.e. the 2019-20 financial year.

The College will apply the standard using a full retrospective approach to prior reporting periods from 1 July 2018 ("transition date"). As a result, all comparative information in the financial statements has been prepared as if AASB 1059 had always been in effect with a cumulative adjustment between the recognition of service concession assets and financial liabilities and/or GORTO liabilities recognised in accumulated surplus as at 1 July 2018.

The College has identified no material service concession arrangements and has performed a detailed impact assessment.



# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Leases

AASB 16 *Leases* replaces AASB 117 *Leases*, AASB Interpretation 4 *Determining whether an Arrangement contains a Lease*, AASB Interpretation 115 *Operating Leases-Incentives and AASB Interpretation 127 Evaluating the Substance of Transactions Involving the Legal Form of a Lease*.

AASB 16 sets out the principles for the recognition, measurement, presentation and disclosure of leases and requires lessees to account for all leases on the balance sheet by recording a Right-Of-Use (RoU) asset and a lease liability except for leases that are shorter than 12 months and leases where the underlying asset is of low value (deemed to be below \$10,000).

AASB 16 also requires the lessees to separately recognise the interest expense on the lease liability and the depreciation expense on the right-of-use asset, and remeasure the lease liability upon the occurrence of certain events (e.g. a change in the lease term, a change in future lease payments resulting from a change in an index or rate used to determine those payments). The amount of the remeasurement of the lease liability will generally be recognised as an adjustment to the RoU asset.

Lessor accounting under AASB 16 is substantially unchanged from AASB 117. Lessors will continue to classify all leases using the same classification principle as in AASB 117 and distinguish between two types of leases: operating and finance leases.

The effective date is for annual reporting periods beginning on or after 1 January 2019. The College intends to adopt AASB 16 in 2019-20 financial year when it becomes effective.

The College will apply the standard using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information.

Various practical expedients are available on adoption to account for leases previously classified by a lessee as operating leases under AASB 117. The College will elect to use the exemptions for all short-term leases (lease term less than 12 months) and low value leases (deemed to be below \$10,000).

In addition, AASB 2018-8 *Amendments to Australian Accounting Standards – Right-of-Use Assets (RoU) of Not-for-Profit Entities* allows a temporary option for not-for-profit entities to not measure RoU assets at initial recognition at fair value in respect of leases that have significantly below-market terms, since further guidance is expected to be developed to assist not-for-profit entities in measuring RoU assets at fair value. The Standard requires an entity that elects to apply the option (i.e. measures a class or classes of such RoU assets at cost rather than fair value) to include additional disclosures. The College intends to choose the temporary relief to value the RoU asset at the present value of the payments required (at cost).

The College has performed a detailed impact assessment of AASB 16 and the potential impact in the initial year of application has been estimated there is no significant impact.

## Revenue and Income

AASB 15 supersedes AASB 118 *Revenue*, AASB 111 *Construction Contracts* and related Interpretations and it applies, with limited exceptions, to all revenue arising from contracts with its customers.

AASB 15 establishes a five-step model to account for revenue arising from an enforceable contract that imposes a sufficiently specific performance obligation on an entity to transfer goods or services. AASB 15 requires entities to only recognise revenue upon the fulfilment of the performance obligation. Therefore, entities need to allocate the transaction price to each performance obligation in a contract and recognise the revenue only when the related obligation is satisfied.

To address specific concerns from the 'not-for-profit' sector in Australia, the AASB also released the following standards and guidance:

- AASB 2016-8 *Amendments to Australian Accounting Standards – Australian implementation guidance for NFP entities*, to provide guidance on application of revenue recognition principles under AASB 15 in the not-for-profit sector.
- AASB 2018-4 *Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not-for-Profit Public-Sector Licensors*, to provide guidance on how to distinguish payments receive in connection with the access to an asset (or other resource) or to enable other parties to perform activities as tax and non-IP licence. It also provides guidance on timing of revenue recognition for non-IP licence payments.
- AASB 1058 *Income of Not-for-Profit Entities*, to supplement AASB 15 and provide criteria to be applied by not-for-profit entities in establishing the timing of recognising income for government grants and other types of contributions previously contained within AASB 1004 Contributions.

AASB 15, AASB 1058 and the related guidance will come into effect for not-for-profit entities for annual reporting periods beginning on or after 1 January 2019. The College intends to adopt these standards in 2019-20 financial year when it becomes effective.

The College will apply the standard using a modified retrospective approach with the cumulative effect of initial application recognised as an adjustment to the opening balance of accumulated surplus at 1 July 2019, with no restatement of comparative information.

The College has performed a detailed impact assessment of AASB 15 and AASB 1058 and the potential impact for each major class of revenue and income in the initial year of application has determined there is no significant impact

## 8.8 Glossary of technical terms

### Commitments

Commitments include those operating, capital and other outsourcing commitments arising from non-cancellable contractual or statutory sources.

### Comprehensive result

The net result of all items of income and expense recognised for the period. It is the aggregate of the operating result and other comprehensive income.

### Depreciation

Depreciation is an expense that arises from the consumption through wear or time of a produced physical asset. This expense is classified as a 'transaction' and so reduces the 'net result from transaction'.

### Effective interest method

The effective interest method is used to calculate the amortised cost of a financial asset or liability and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial instrument, or, where appropriate, a shorter period.

### Employee benefits expense

Employee benefits expense include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, redundancy payments, defined benefits superannuation plans and defined contribution superannuation plans.

### Ex gratia expenses

Ex gratia expenses are the voluntary payment of money or other non-monetary benefit (e.g. a write-off) that is not made either to acquire goods, services or other benefits for the entity or to meet a legal liability, or to settle or resolve a possible legal liability or claim against the entity.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Financial asset

A financial asset is any asset that is:

- (a) cash;
- (b) an equity instrument of another entity;
- (c) a contractual right or statutory right:
  - to receive cash or another financial asset from another entity; or
  - to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity; or
- (d) a contract that will or may be settled in the entity's own equity instruments and is:
  - a non-derivative for which the entity is or may be obliged to receive a variable number of the entity's own equity instruments; or
  - a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments.

## Financial instrument

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

## Financial liability

A financial liability is any liability that is:

- (a) A contractual or statutory obligation:
  - to deliver cash or another financial asset to another entity; or
  - to exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavourable to the entity; or
- (b) A contract that will or may be settled in the entity's own equity instruments and is:
  - a non-derivative for which the entity is or may be obliged to deliver a variable number of the entity's own equity instruments; or

- a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments. For this purpose the entity's own equity instruments do not include instruments that are themselves contracts for the future receipt or delivery of the entity's own equity instruments.

## Financial statements

A complete set of financial statements comprises:

- (a) a balance sheet as at the end of the period;
- (b) a comprehensive operating statement for the period;
- (c) a statement of changes in equity for the period;
- (d) a cash flow statement for the period;
- (e) notes, comprising a summary of significant accounting policies and other explanatory information;
- (f) comparative information in respect of the preceding period as specified in paragraph 38 of AASB 101 *Presentation of Financial Statements*; and
- (g) a statement of financial position as at the beginning of the preceding period when an entity applies an accounting policy retrospectively or makes a retrospective restatement of items in its financial statements, or when it reclassifies items in its financial statements in accordance with paragraph 41 of AASB 101.

## Grants and other transfers

Transactions in which one unit provides goods, services, assets (or extinguishes a liability) or labour to another unit without receiving approximately equal value in return. Grants can either be operating or capital in nature.

While grants to governments may result in the provision of some goods or services to the transferor, they do not give the transferor a claim to receive directly benefits of approximately equal value. For this reason, grants are referred to by the AASB as involuntary transfers and are termed non reciprocal transfers. Receipt and sacrifice of approximately equal value may occur, but only by coincidence. For example, governments are not obliged to provide commensurate benefits in the form of goods or services to particular taxpayers in return for their taxes.

Grants can be paid as general purpose grants which refer to grants that are not subject to conditions regarding their use. Alternatively, they may be paid as specific purpose grants which are paid for a particular purpose and/or have conditions attached regarding their use.

## Interest expense

Interest expense represents costs incurred in connection with borrowings. It includes interest on advances, loans, overdrafts, bonds and bills, deposits, interest components of finance lease repayments, and amortisation of discounts or premiums in relation to borrowings.

## Interest income

Interest income includes unwinding over time of discounts on financial assets and interest received on bank term deposits and other investments.

## Leases

Rights to use an asset for an agreed period of time in exchange for payment. Leases are classified at their inception as either operating or finance leases based on the economic substance of the agreement so as to reflect the risks and rewards incidental to ownership. Leases of infrastructure, plant and equipment are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership from the lessor to the lessee. All other leases are classified as operating leases.

## Net result

Net result is a measure of financial performance of the operations for the period. It is the net result of items of revenue, gains and expenses (including losses) recognised for the period, excluding those classified as 'other non-owner movements in equity'.

## Net result from transactions or net operating balance

Net operating balance or net result from transactions is a key fiscal aggregate and is revenue from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to government policies.

## Net worth

Assets less liabilities, which is an economic measure of wealth.

## Non-financial assets

Non-financial assets are all assets that are not 'financial assets'. It includes inventories, land, buildings, infrastructure, road networks, land under roads, plant and equipment, investment properties, cultural and heritage assets, intangible and biological assets.

## Operating result

Is a measure of financial performance of the operations for the period. It is the net result of items of revenue, gains and expenses (including losses) recognised for the period, excluding those that are classified as 'other non-owner movements in equity'. Refer also 'net result'.

## Other economic flows – other comprehensive income

Other economic flows – other comprehensive income comprises items (including reclassification adjustments) that are not recognised in net result as required or permitted by other Australian Accounting Standards. They include changes in physical asset revaluation surplus; share of net movement in revaluation surplus of associates and joint ventures; and gains and losses on remeasuring available-for-sale financial assets.

## Payables

Includes short and long-term trade debt and accounts payable, grants, taxes and interest payable.

# Notes to the Financial Statements

For the financial year ended 30 June 2019

## Receivables

Includes amounts owing from government through appropriation receivable, short and long term credit and accounts receivable, accrued investment income, grants, taxes and interest receivable.

## Supplies and services

Supplies and services generally represent cost of goods sold and the day-to-day running costs, including maintenance costs incurred in the normal operations of the College.

## Transactions

Transactions are those economic flows that are considered to arise as a result of policy decisions, usually an interaction between two entities by mutual agreement. They also include flows within an entity such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Taxation is regarded as mutually agreed interactions between the government and taxpayers. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash. In simple terms, transactions arise from the policy decisions of the government.

## 8.9 Style conventions

Figures in the tables and in the text have been rounded. Discrepancies in tables between totals and sums of components reflect rounding. Percentage variations in all tables are based on the underlying unrounded amounts.

The notation used in the tables is as follows:

-	zero, or rounded to zero
201x	year period
201x-1x	year period

The financial statements and notes are presented based on the illustration for a government department in the 2018-19 *Model Report for Victorian Government Departments*. The presentation of other disclosures is generally consistent with the other disclosures made in earlier publications of the College's annual reports.

# Auditor-General's Report



## Independent Auditor's Report

To the Board of the Judicial College of Victoria

<b>Opinion</b>	<p>I have audited the financial report of the Judicial College of Victoria (the authority) which comprises the:</p> <ul style="list-style-type: none"> <li>balance sheet as at 30 June 2019</li> <li>comprehensive operating statement for the year then ended</li> <li>statement of changes in equity for the year then ended</li> <li>cash flow statement for the year then ended</li> <li>notes to the financial statements, including significant accounting policies</li> <li>declaration in the financial statements.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the authority as at 30 June 2019 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
<b>Basis for Opinion</b>	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the authority in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Board's responsibilities for the financial report</b>	<p>The Board of the authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Board determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Board is responsible for assessing the authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

## Auditor-General's Report

### Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the authority's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board
- conclude on the appropriateness of the Board's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the authority's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the authority to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Charlotte Jeffries  
as delegate for the Auditor-General of Victoria

MELBOURNE  
24 September 2019

## Disclosure and Report of Operations

### Audit and Finance Committee

The Judicial College of Victoria (the College) and the Sentencing Advisory Council (the Council) have established a joint Audit and Finance Committee to oversee their financial operations. Due to their small size, the Council and the College have come together to maximise effective use of resources. During 2018–19, the Committee comprised the following members:

#### Chair

Mr Robert Camm

#### Independent Members

Mr Cameron Hume

Ms Robyn Dyt

The Chief Finance and Accounting Officer (CFAO) attends Committee meetings by standing invitation, providing financial advice and support as required. The role of the College's CFAO was filled by Mr Michael Almond until May 2019, and Mr Tony Christianen thereafter.

The Chief Executive Officers of both organisations and a representative of the Victorian Auditor-General's Office also attend meetings by standing invitation.

The Committee receives secretarial assistance from staff members of the College, Vicki Christou and the Council, Sarah Lappin.

The Audit and Finance Committee oversee:

- financial performance and reporting processes, including the annual financial statements;
- the scope of work, performance, and independence of the external auditor;
- the operation and implementation of the risk-management framework;
- matters of accountability and internal control affecting the operations of the College and the Council;
- processes for monitoring compliance with laws and regulations; and
- selection, appointment, and removal of the Council's and the College's CFAO.

### Human Resource Management

The College promotes the personal and professional development of its staff to achieve sustained improvements and create satisfying career paths. The College actively promotes safe work practices, career development, balanced lifestyles and a friendly, non-discriminatory working environment.

Staff of the College are employed by Court Services Victoria (CSV). CSV has taken all practical measures to comply with its obligations under the *Carer's Recognition Act 2012*. Consistent with the principles of the Act, CSV provides flexible working arrangements and leave provisions for CSV staff.

The College participates in the implementation of CSV initiatives under the *Disability Act 2006* to promote inclusion and reduce barriers to people with a disability. The College makes all necessary accommodations as required and strives to ensure that recruitment processes are accessible to people of all abilities.

### Comparative Workforce Data

The College had a core staff of 29 (headcount) and 24.6 (full-time equivalent) as at 30 June 2019. A contractor is engaged to perform the duties of the Chief Finance and Accounting Officer.

### Occupational Health and Safety

The College is committed to ensuring a safe working environment and recognises the management of risk as a priority. During 2018–19, the College contributed to the development of the CSV *Safety Management System* project and promoted staff health and wellbeing in a range of ways including training in the areas of vicarious trauma and self-care.

For further information regarding performance against OH&S measures, please refer to the Court Services Victoria Annual Report 2018–19.

# Disclosures and Report of Operations

## Employment and conduct principles

Court Services Victoria merit and equity principles are applied in the appointment and management of staff, and the College's guiding principles are consistent with the public-sector values and employment principles articulated in the *Public Administration Act 2004*.

## Local Jobs First - Victorian Industry Participation Policy

The *Victorian Industry Participation Policy Act 2003* requires departments and public sector bodies to report on the implementation of the Local Jobs First - Victorian Industry Participation Policy (Local Jobs First - VIPP). Departments and public bodies are required to apply VIPP in all procurement activities valued at \$3 million or more in metropolitan Melbourne and for state-wide projects, or \$1 million or more for procurement activities in regional Victoria. The College did not have any tenders over the threshold values during the reporting period.

## Comparative Financial Results

Judicial College of Victoria Comparative Financial Results 2014-15 to 2018-19	Notes	2018-19 \$	2017-18 \$	2016-17 \$	2015-16 \$	2014-15 \$
<b>Income</b>						
Grants from Department of Justice & Community Safety		4,659,300	3,520,470	2,609,400	2,098,600	2,373,142
Other Grants or Income		306,199	598,855	301,397	-	-
<b>Total Income</b>		<b>4,965,499</b>	<b>4,119,325</b>	<b>2,910,797</b>	<b>2,098,600</b>	<b>2,373,142</b>
<b>Expenses</b>		<b>4,421,039</b>	<b>3,781,425</b>	<b>2,607,488</b>	<b>2,062,388</b>	<b>2,302,890</b>
Other economic flows		230	(481)	10,031	8,850	8,595
<b>Net result for the period</b>		<b>544,689</b>	<b>337,419</b>	<b>313,339</b>	<b>45,062</b>	<b>78,848</b>
<b>Net cash flow from operating activities</b>		<b>306,002</b>	<b>408,708</b>	<b>306,956</b>	<b>57,265</b>	<b>75,783</b>
<b>Total assets</b>		<b>3,272,323</b>	<b>2,523,391</b>	<b>2,053,011</b>	<b>1,624,975</b>	<b>1,560,350</b>
<b>Total liabilities</b>		<b>892,507</b>	<b>688,263</b>	<b>555,304</b>	<b>440,605</b>	<b>421,042</b>

## Information and Communication Technology (ICT) expenditure

For the 2018-19 period, the College had a total ICT expenditure of \$164,991, with details shown below.

All Operational ICT Expenditure	ICT expenditure relating to projects to create or enhance ICT capabilities		
Business As Usual (BAU) ICT expenditure	Non BAU ICT Expenditure	Operational Expenditure (OPEX)	Capital Expenditure (CAPEX)
(Total)	(Total = OPEX + CAPEX)		
\$37,552	\$127,440	\$127,440	\$ -

### Note:

**ICT expenditure** refers to the College's costs in providing business enabling ICT services within the current reporting period. It comprises Business As Usual (BAU) ICT expenditure and Non-Business As Usual (Non-BAU) ICT expenditure.

**Non-BAU ICT expenditure** relates to extending or enhancing the College's current ICT capabilities. BAU ICT expenditure is all remaining ICT expenditure which primarily relates to ongoing activities to operate and maintain the current ICT capability.

## Consultancy expenditure

### Details of consultancies over \$10,000

There were 8 consultancies where the total fees payable to individual consultancies was over \$10,000, amounting to \$246,054 (excl. GST) for the year end 30 June 2019.

Consultant	Purpose of Consultancy	Total Approved Fee (excl. GST)	Expenditure 2018-19 (ex GST)	Future Expenditure (excl. GST)
AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS	Presentation/facilitation - Governance Education for Courts Council	\$ 19,890	\$ 19,890	\$ -
BRIGHT DESIGN STUDIO	Graphic Design of College publications - Victims of Crime	\$ 12,858	\$ 12,858	\$ -
DEXIS PTY LTD	Review and Reset of College's Strategic Direction & Plan; Development of Wellbeing Strategy	\$ 57,600	\$ 57,600	\$ -
FBG GROUP PTY LTD	Presentation/facilitation - Judicial Peer Support education	\$ 15,000	\$ 15,000	\$ -
GABRIELLE HARTIN - LEARNING DESIGN & DELIVERY SERVICES trading as HIGHER CURVE	Development of Educational Frameworks - Judicial Abilities and Qualities & Magistrates' Family Violence Competency	\$ 43,538	\$ 43,538	\$ -
INGOVATION	Strategic design consulting - Customer Experience, Digital and Brand Project	\$25,000	\$ 12,500	\$ 12,500
NO TO VIOLENCE	Presentation/facilitation - Specialist Family Violence education	\$ 10,538	\$ 10,537	\$ -
PRAESTA PARTNERS LLP	Presentation/facilitation - Leadership education	\$87,475	\$ 74,131	\$13,344

### Details of consultancies under \$10,000

In 2018-19, there were 48 consultancies engaged during the year, where the total fees payable to the individual consultancies was less than \$10,000. The total expenditure incurred during 2018-19 in relation to these consultancies was \$180,527 (excl. GST).

# Disclosures and Report of Operations

## Freedom of Information

The *Freedom of Information Act 1982* allows the public a right of access to documents held by the College. For the 12 months ending 30 June 2019, the College received no Freedom of Information (Fol) requests.

## Making an Fol Request

Access to documents may be obtained through written request to the Freedom of Information Manager, as detailed in s 17 of the *Freedom of Information Act 1982*. In summary, the requirements for making a request are that:

- It should be made in writing.
- It should identify as clearly as possible what document is being requested.
- It should be accompanied by payment of the appropriate application fee (the fee may be waived in certain circumstances).

Requests for documents in the possession of the College should be addressed to:

Judicial College of Victoria  
Freedom of Information Manager  
William Cooper Justice Centre  
Level 7, 223 William Street  
Melbourne VIC 3000

Access charges may apply once documents have been processed and a decision has been made regarding access (for example, photocopying and search and retrieval charges).

Further information regarding Freedom of Information can be found online at [www.foi.vic.gov.au](http://www.foi.vic.gov.au).

## Compliance with the *Building Act 1993*

The College does not own or control any government buildings and consequently is exempt from notifying its compliance with the building and maintenance provisions of the *Building Act 1993*.

## Summary of Environmental Performance

The Government's aim of improved environmental management is supported by a requirement that Departments disclose their ongoing performance in managing and reducing the environmental impacts of their office-based activities. The College makes use of CSV offices and facilities to perform its functions and any reporting requirements of the office are met by CSV. The College participates fully in any environmental programs undertaken by CSV.

## Competitive Neutrality Policy

Competitive neutrality requires government businesses to ensure where services compete, or potentially compete with the private sector, any advantage arising solely from their government ownership be removed if it is not in the public interest. Government businesses are required to cost and price these services as if they were privately owned. Competitive neutrality policy supports fair competition between public and private businesses and provides government businesses with a tool to enhance decisions on resource allocation. This policy does not override other policy objectives of government and focuses on efficiency in the provision of service. Where applicable, the College complies with the requirements of the Competitive Neutrality Policy.

## Compliance with the *Protected Disclosure Act 2012* (formerly the *Whistle-blowers Protection Act 2001*)

The *Protected Disclosure Act 2012* encourages and assists people in making disclosures of improper conduct by public officers and public bodies. The Act provides protection to people who make disclosures in accordance with the Act and establishes a system for the matters disclosed to be investigated and rectifying action to be taken.

The College does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct. It is committed to ensuring transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or the environment.

The College will take all reasonable steps to protect people who make such disclosures from any detrimental action in reprisal for making the disclosure. It will also afford natural justice to the person who is the subject of the disclosure to the extent it is legally possible.

## Reporting procedures

Disclosures of improper conduct or detrimental action by the College or employees may be made directly to the Independent Broad-based Anti-Corruption Commission:

Level 1, North Tower  
459 Collins Street  
Melbourne VIC 3000  
Phone: 1300 735 135  
Internet: [www.ibac.vic.gov.au](http://www.ibac.vic.gov.au)  
Email: (see the website above for the secure email disclosure process, which also provides for anonymous disclosures).

## Disclosures under the Protected Disclosures Act 2012

	2018-19	2018-19
The number of disclosures made by an individual to the College and notified to the Independent Broad-Based Anti-Corruption Commission	0	0
Assessable disclosures	0	0

## Statement of Availability of Other Information

In compliance with the requirements of the *Standing Directions 2018* under the *Financial Management Act 1994*, details in respect of the items listed below have been retained by the College and are available on request, subject to the provisions of the *Freedom of Information Act 1982*.

- a statement that declarations of pecuniary interests have been duly completed by all relevant officers;
- details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary;
- details of publications produced by the entity about itself, and how these can be obtained;
- details of changes in prices, fees, charges, rates and levies charged by the entity;
- details of any major external reviews carried out on the entity;

- details of major research and development activities undertaken by the entity;
- details of overseas visits undertaken including a summary of the objectives and outcomes of each visit;
- details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness of the entity and its services;
- details of assessments and measures undertaken to improve the occupational health and safety of employees;
- a general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes;
- a list of major committees sponsored by the entity, the purposes of each committee and the extent to which the purposes have been achieved; and
- details of all consultancies and contractors including:
  - consultants/contractors engaged;
  - services provided; and
  - expenditure committed to for each engagement

## Disclosure Index

An index identifying the College's compliance with statutory disclosure requirements is contained within this document.

## Judicial College of Victoria Financial Management Compliance Attestation Statement

I, Samantha Burchell, on behalf of the Responsible Body, certify that the Judicial College of Victoria has complied with the applicable Standing Directions of the Minister for Finance under the *Financial Management Act 1994* and Instructions.



**Samantha Burchell**  
Chief Executive Officer of the Judicial College of Victoria  
19 September 2019

# Disclosure index

The annual report of the Judicial College of Victoria (the College) is prepared in accordance with all relevant Victorian legislations and pronouncements. This index has been prepared to facilitate identification of the College's compliance with statutory disclosure requirements.

Legislation	Requirement	Page reference
<b>Report of operations</b>		
<b>Charter and purpose</b>		
FRD 22H	Manner of establishment and the relevant Ministers	Page 45 and 74
FRD 22H	Purpose, functions, powers and duties	Page 2 and 45
FRD 22H	Key initiatives and projects	Whole document
FRD 22H	Nature and range of services provided	Page 46
<b>Management and structure</b>		
FRD 22H	Organisational structure	Page 37
<b>Financial and other information</b>		
FRD 10A	Disclosure index	Page 90
FRD 15D	Executive officer disclosures	Page 74 and 75
FRD 22H	Employment and conduct principles	Page 86
FRD 22H	Occupational health and safety policy	Page 85
FRD 22H	Summary of the financial results for the year	Page 86
FRD 22H	Subsequent events	Page 77
FRD 22H	Application and operation of the <i>Freedom of Information Act 1982</i>	Page 88
FRD 22H	Compliance with building and maintenance provisions of the <i>Building Act 1993</i>	Page 88
FRD 22H	Statement on National Competition Policy	Page 88
FRD 22H	Application and operation of the <i>Protected Disclosure Act 2012</i>	Page 88 and 89
FRD 22H	Application and operation of the <i>Carers Recognition Act 2012</i>	Page 85
FRD 22H	Details of consultancies over \$10 000	Page 87
FRD 22H	Details of consultancies under \$10 000	Page 87
FRD 22H	Disclosure of ICT expenditure	Page 87
FRD 22H	Statement of availability of other information	Page 89
FRD 24C	Reporting of office based environmental impacts	Page 88
FRD 25D	Local Jobs First	Page 86
FRD 29C	Workforce Data disclosures	Page 85

Legislation	Requirement	Page reference
<b>Specific requirements under Standing Direction 5.2</b>		
<b>Compliance attestation and declaration</b>		
SD 3.7.1	Attestation for compliance with Ministerial Standing Direction	Page 89
SD 5.2.3	Declaration in report of operations	Page 5
<b>Financial statements</b>		
<b>Declaration</b>		
SD 5.2.2	Declaration in financial statements	Page 39
<b>Other requirements under Standing Directions 5.2</b>		
SD 5.2.1(a)	Compliance with Australian accounting standards and other authoritative pronouncements	Page 45
SD 5.2.1(a)	Compliance with Standing Directions	Page 89
SD 5.2.1(b)	Compliance with Model Financial Report	Page 82
<b>Other disclosures as required by FRDs in notes to the financial statements</b>		
FRD 13	Disclosure of Parliamentary Appropriations	Page 46
FRD 21C	Disclosures of Responsible Persons, Executive Officers and other Personnel (Contractors with Significant Management Responsibilities) in the Financial Report	Page 74 to 76
FRD 103G	Non Financial Physical Assets	Page 70 and 71
FRD 110A	Cash Flow Statements	Page 42
FRD 112D	Defined Benefit Superannuation Obligations	Page 50
FRD 114C	Financial Instruments – general government entities and public non-financial corporations	Page 61 to 67
<b>Legislation</b>		
<i>Freedom of Information Act 1982</i>		Page 88
<i>Building Act 1993</i>		Page 88
<i>Protected Disclosure Act 2012</i>		Page 88
<i>Carers Recognition Act 2012</i>		Page 85
<i>Disability Act 2006</i>		Page 85
<i>Local Jobs Act 2003</i>		Page 86
<i>Financial Management Act 1994</i>		Page 89

## Notes:



