

Part II statement

Freedom of Information Act 1982 (Vic)

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Architects
Registration Board
of Victoria

This document outlines the role and functions of the ARBV, the documents and information the ARBV maintains or holds, and the information that is available to the public on this website and in print materials.

This information is provided as a way to reduce the need for members of the public to submit Freedom of Information (FOI) requests.

These statements are a statutory requirement under the Freedom of Information Act 1982.

While this document contains an overview of the types and locations of documents held by the ARBV, please note that the statements below are not an exhaustive list of all ARBV documents.

For more information about freedom of information, visit the Office of the Victorian Information Commissioner's website, www.ovic.vic.gov.au

Organisation and functions

The ARBV is a statutory authority established under the Architects Act 1991 (Vic). The organisation's purpose is to protect the community interest and instil confidence in the regulation, integrity and delivery of architectural services in Victoria.

The ARBV is responsible for:

- Registering and approving
- Regulating conduct, investigating complaints and non-compliance
- Assisting the Architects Tribunal
- Protecting and regulating language
- Accreditating courses.

The ARBV consists of a 10-member Board and administrative staff that includes the Registrar/CEO. The ARBV is an agency under the Department of Environment, Land, Water and Planning (DELWP) and reports to the Minister for Planning.

Resources

- Acts administered by the ARBV; see Architects Act 1991 (Vic).
- Regulations; Architect Regulations 2015.
- Key structures and functions of the ARBV: see organisation chart on page 13 of the Annual Report 2018-2019.
- Governance of the ARBV: refer to the Annual Report 2018-19.

Categories of documents

The ARBV creates a large number of documents and records in the course of its work. The ARBV uses an electronic document and records management system to classify, store, access and manage a broad range of electronic and hard copy documents.

Document types

The types of documents that the ARBV handles include:

- policy, procedures and standards
- briefings and reports
- case files/investigation files
- register
- correspondence
- meeting records
- financial records
- audio-visual material
- meeting minutes and records
- training and education material
- employee records
- operational records

Resources

Most documents published by the ARBV are available on this website. Content can be found using the search function to find a specific topic or by using the contact us link. If you are searching for a specific topic and would like assistance, please contact us.

Freedom of Information arrangements

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

For more information on how the ARBV complies with its freedom of information obligations, see page 74 of the Annual Report 2018-2019.

Part II statement

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Continued (Page 3 of 3)

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How to make an FOI request from the ARBV

A request to access documents should be made in writing to the FOI Officer.

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

Freedom of Information Officer
Architects Registration Board of Victoria
Level 7, 372 Albert Street
East Melbourne VIC 3002

Alternatively, you can email the FOI Officer at registrar@arbv.vic.gov.au

Making a request for access

A request must be made in writing, and clearly describe the information or document for which you are seeking access. If we cannot clearly identify the information or documents you are requesting, we will contact you to clarify your request.

Processing your request

We will process your request and provide you with a decision no later than 30 days after the date of your request. Note that we may extend the 30-day period by up to an additional 15 days if consultation with third parties is required.

Access charges may apply once documents have been processed and an access decision has been made. Charges may be applied (such as for costs associated with photocopying and search and retrieval of documents). Further FOI information can be found at www.ovic.vic.gov.au

Publications

The ARBV produces a number of publications that can be accessed and downloaded from this website. You can search all of the ARBV's resources. These include guidelines, fact sheets, forms, reports and other resources.

If you need assistance finding a publication, please contact us.

Rules, policies and procedures

The ARBV publishes a range of material on this website that provide guidance about its operations. These include:

- Gifts, Benefits and Hospitality Policy
- Privacy Policy
- Privacy Complaints Procedure
- Board Charter

If you are searching for a specific topic, you can search this website or contact us.

Requests should be directed to:

Manager Governance
Architects Registration Board of Victoria
Level 7, 372 Albert Street
East Melbourne VIC 3002

Alternatively, you can email the Manager Governance at registrar@arbv.vic.gov.au.

Report literature

Here are some of the final reports and records of decisions relating to policy published by the ARBV. If you can't find information on a specific topic, please contact us.

Required reports

- ARBV Regulatory Strategy
- ARBV Annual Report 2018-19
- Statement of Expectations
- ARBV Corporate Plan 2019-2022

Policies and guidelines

- Make a complaint (protected disclosure) about the ARBV – see page 76 of the Annual Report 2018-19.

If you can't find information on a specific topic, please contact us.

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