



**Victims of Crime Assistance Tribunal  
Chief Magistrate's Chambers Melbourne Magistrates' Court**

**Practice Direction**

**No. 3 of 2021**

**TRIBUNAL OFFICER LIST**

**PRACTICE DIRECTION ISSUED PURSUANT TO SECTION 58  
OF THE VICTIMS OF CRIME ASSISTANCE ACT 1996**

**Background**

The Chief Magistrate on 9 March 2021 created the Instrument of Delegation of Tribunal Officers. The delegation develops procedures to ensure that the purposes and objectives of the *Victims of Crime Assistance Act 1996* can be achieved.

By creating the Tribunal Officer List pursuant to this Instrument, the Tribunal aims to increase capacity and efficiency of the Victims of Crime Assistance Tribunal (VOCAT) to reduce waiting times for victims.

**Administration of applications**

The Tribunal Officer List will facilitate: -

1. Applications pursuant to section 33 of the Act made by primary victims for the assistance available under section 8 and 8A of the Act, including applications for interim awards of assistance.

Save for applications where the act of violence alleged:

- (a) is a *sexual assault* as defined in subsection (b) of the definition of *relevant* offence in section 3(1) of the Act; or
  - (b) arises in circumstances of *family violence* as defined in sections 5 to 7 (both inclusive) of the *Family Violence Protection Act 2008* and the alleged offender is a *family member* as defined in section 354 of the *Criminal Procedure Act 2009*; or
  - (c) is an attempt to commit a sexual assault or a family violence offence; or
  - (d) was not reported to police within a reasonable time
2. Applications for extension of time to make an application under section 29 of the Act.
  3. Applications under section 60 of the Act for variations of awards made to primary victims.

The Instrument of Delegation of Tribunal Officers does not apply to secondary or related victim applications.

### **VOCAT Tribunal Officers**

Applications in the VOCAT Tribunal Officer List are managed by Tribunal Officers, who are located at the Tribunal's Principal Registry in Melbourne.

Tribunal Officers are responsible for the day-to-day administration and determination of all new applications across the state within the delegation of the Tribunal Officer List.

Effective from the commencement date below, all new applications within the Tribunal Officer delegation will be forwarded to Melbourne for inclusion in the Tribunal Officer List.

Applications lodged prior to the commencement date, that fall within the Tribunal Officer delegation may be referred to the Tribunal Officer List at the discretion of the Tribunal. Parties will be notified of any change of venue and the relevant contact details associated with the Tribunal Officer List.

### **Proper venue provisions**

Melbourne is the proper venue for applications for assistance that fall within the delegation powers of a Tribunal Officer.

### **Lodgements for applications for assistance**

Applications which fall within the Tribunal Officer delegation submitted online via the website will be forwarded to [tribunal.officers@vocat.vic.gov.au](mailto:tribunal.officers@vocat.vic.gov.au) by registry staff.

New hard copy application forms that fall within the Tribunal Officer delegation should be forwarded to:

Victims of Crime Assistance Tribunal  
223 William St, Melbourne VIC 3000  
or DX 350080

Applications for assistance that fall within the Tribunal Officer delegation, that are lodged at any venue of the Tribunal will be transferred to the Tribunal Officer List (Melbourne) by registry staff.

### **Hearing procedure and venue**

If a hearing is required for any reason, the application will be referred by a Tribunal Officer to a Tribunal Member or Judicial Registrar. Parties will be notified of hearing options by that Tribunal Member or Judicial Registrar.

### **Commencement**

This Practice Direction has effect from 1 July 2021.



**JUDGE HANNAN**  
Chief Magistrate