

# FREEDOM OF INFORMATION TRAINING

## JANUARY – JUNE 2012

FOI Solutions is proud to again offer training for FOI officers and decision-makers under the *Freedom of Information Act 1982 (Vic)*. This will be done through intensive practical training workshops developed and presented by Mick Batskos, Executive Director of FOI Solutions.

Choose from available dates in the first half of 2012 to suit you. Details of the available dates appear below and on the registration form. You may choose to:

- attend both sessions on the same day; or
- attend sessions on different days; or
- attend one session only.

**Please note that places will be strictly limited to 12 people per session.** Experience has shown that smaller groups are more effective and encourage questions and discussion. Get in early to avoid disappointment as places tend to fill fast.

<b>What:</b>	The practical training workshops involve <u>two half day sessions</u> covering: <ul style="list-style-type: none"> <li>(a) the basics in dealing with FOI requests;</li> <li>(b) intermediate session covering more complicated issues (details of program overleaf)</li> </ul>		
<b>Who:</b>	This is intended for all persons making decisions under the FOI Act or who have to manage decision-makers.		
<b>Time:</b>	(a) 9.00am – 12.30pm	Basics session (includes refreshment break)	
	(b) 1.30pm – 5.00pm	Intermediate session (includes refreshment break)	
	<b><i>Lunch will be provided for participants attending <u>both</u> sessions.</i></b>		
<b>Date &amp; Venue:</b>	<b><u>Choose from:</u></b>	<b><u>Location:</u></b>	
	27 February 2012	16 May 2012	Level 2, 155 Queen Street
	28 March 2012	18 June 2012	MELBOURNE VIC 3000
	24 April 2012		
<b>Cost:</b>	Cost includes papers, presentation, refreshments, and lunch (if attending both sessions).*		
	<b>Both workshops</b>	<b>\$770</b>	
	Basic session only	\$400	
	Intermediate only	\$420	

### Special Offer on Manual

Have you got our Manual yet?

As you may be aware, FOI Solutions has developed an FOI Procedures Manual which you can purchase *with no ongoing subscriptions*. As a special offer, registrants are given the opportunity to purchase the Manual for their agency at the discounted price of \$450\* (usually \$600\*).

\* All amounts are GST inclusive

#### Solicitors & Consultants

Level 2  
155 Queen Street  
Melbourne Victoria 3000

DX 345 Melbourne VIC  
Email [info@foisolutions.com.au](mailto:info@foisolutions.com.au)  
[www.foisolutions.com.au](http://www.foisolutions.com.au)

Telephone (03) 9601 4111  
Facsimile (03) 9601 4101

## Program Details

- 8.50 am            **Registration** and Tea and Coffee
- 9.00 am – 12.30pm    **Basics workshop training**  
 Topics to be covered in detail include:
- why we have an FOI Act
  - what to do when a request is received
  - when can you refuse to process a request
  - fees and charges
  - time limits, decisions, internal and external reviews
  - amendment of personal records
  - workshop problems
  - questions and answers
- 12.30- 1.30      **Lunch** (for those attending both seminars)
- 1.15-1.30        **Registration** for Intermediate session
- 1.30pm – 5.00pm        **Intermediate workshop training**  
 Topics to be covered in detail include:
- exemptions;
  - statements of reasons
  - interrelationship between FOI Act and other access regimes and legislation (eg health records, privacy)
  - interrelationship between FOI Act and various legal processes (eg discovery)
  - additional sources of information
  - workshop problems
  - questions and answers

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### **REGISTRATION FORM**

Name: ..... Position : ..... Agency: .....

Postal or DX Address ..... Email: ..... Phone: .....

..... Fax: .....

**I will be attending (tick one):**

- Both sessions (incl GST) ..... \$770**
- Basic session only (incl GST) .....\$400
- Intermediate session only (incl GST) \$420

**On the following date (tick one):**

- 27 February 2012             16 May 2012
- 28 March 2012                 18 June 2012
- 24 April 2012

I would also like to take advantage of the special offer and purchase an FOI Procedures Manual at the discounted rate of \$450 (incl GST):  Yes     No

**Amount payable**

Training session	\$
FOI Procedures Manual (if required)	\$
<b>Total payable</b>	<u>\$</u>

To pay by direct debit, contact [Jackie@foisolutions.com.au](mailto:Jackie@foisolutions.com.au) , otherwise, please make cheque payable to “**FOI Solutions**” and forward with this form to:

FOI Solutions, DX 345 Melbourne Vic OR  
 FOI Solutions, Level 2, 155 Queen Street, Melbourne, Vic, 3000

**The ABN of FOI Solutions is 80 977 918 379. A tax invoice will be forwarded upon payment. Please keep a copy of this form for your records. All amounts are GST inclusive. Further details will be provided upon confirmation of registration.**

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