

FREEDOM OF INFORMATION TRAINING FEBRUARY – JUNE 2010

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 two (2) intensive practical training workshops developed and presented by Mick Batskos, Executive Director of FOI Solutions, Solicitors and Consultants.

Choose from a variety of dates in the latter half of 2010 to suit your convenience. 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 either session only.

Please note that places will be strictly limited to 15 people per session. Experience has shown that smaller groups are more effective and encourage questions and discussion. Get in early to avoid disappointment for 2010 training.

What:	The practical training workshops involve two half day sessions covering: <ul style="list-style-type: none"> (a) the basics in dealing with FOI requests; (b) intermediate session covering more complicated issues (details of program overleaf) 		
Who:	This is intended for all persons making decisions under the FOI Act including original decisions and internal review decisions.		
Time:	(a) 9.00am – 12.30pm	Basics session (includes refreshment break)	
	(b) 1.30pm – 5.00pm	Intermediate session (includes refreshment break)	
	<i>Lunch will be provided for participants attending both sessions.</i>		
Date & Venue:	<u>Choose from:</u>		<u>Location:</u>
	4 February 2010	3 May 2010	123 Queen Street
	22 March 2010	31 May 2010	MELBOURNE VIC 3000
	12 April 2010	15 June 2010	
Cost:	Cost includes papers, presentation, refreshments, and lunch (if attending both sessions).		
	Both workshops	\$700	
	Basic session only	\$350	
	Intermediate only	\$370	

Special Offer on Manual

Have you got our Manual yet?

As you may be aware, FOI Solutions has developed an FOI Procedures Manual. As a special offer, registrants are given the opportunity to purchase the Manual for their agency at the discounted price of \$385* (usually \$485*). * All amounts are GST inclusive

Program Details

8.50 am	Registration and Tea and Coffee	
9.00 am – 12.30pm	<u>Basics workshop training</u>	
	Topics to be covered in detail include:	<ul style="list-style-type: none"> • time limits, decisions, internal and external reviews • amendment of personal records • workshop problems • questions and answers
	<ul style="list-style-type: none"> • 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 	
12.30- 1.30	Lunch (for those attending both seminars)	
1.15-1.30	Registration for Intermediate session	
1.30pm – 5.00pm	<u>Intermediate workshop training</u>	
	Topics to be covered in detail include:	<ul style="list-style-type: none"> • interrelationship between FOI Act and various legal processes (eg discovery) • additional sources of information • workshop problems • questions and answers
	<ul style="list-style-type: none"> • exemptions; • statements of reasons • interrelationship between FOI Act and other access regimes and legislation (eg health records, privacy) 	

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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)\$700
- Basic session only(incl GST)\$350
- Intermediate session only(incl GST) \$370

On the following date (tick one):

- 4 February 2010 3 May 2010
- 22 March 2010 31 May 2010
- 12 April 2010 15 June 2010

I would also like to take advantage of the special offer and purchase an FOI Procedures Manual at the discounted rate of \$385 (incl GST): Yes No

Amount payable

Training session	\$
FOI Procedures Manual (if required)	\$
Total payable	\$

Please make cheque payable to “**FOI Solutions**” and forward with this form to:

FOI Solutions, DX 345 Melbourne Vic OR
FOI Solutions, Level 5, 105 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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