

# training

## FOI Training Basic and Intermediate 14 February 2020

### FEATURES

#### Practical training

Learn through intensive practical workshops developed and presented by Mick Batskos, Executive Director of FOI Solutions and an Accredited Specialist in Administrative Law.

#### Small groups

Places are strictly limited to 12 people per session. Experience has shown that smaller groups are more effective and encourage questions and discussions.

#### Flexibility

The day is split into two separate sessions: Basic and Intermediate. You can choose to attend both sessions on the same day or attend one session only. Book by **4 February 2020** for an early bird discount.



- Are you new to processing FOI requests and need basic training, or need a refresher?
- Are you responsible for FOI in your government agency?
- Do you want to improve your understanding of FOI processing, especially in light of FOI Commissioner review?
- Do you need an update on FOI fees and charges?
- Are you a bit unclear on exemptions or the requirements for statement of reasons?

If you answered **YES** to any of these questions, this is for you!

### Practical Training Workshop

FOI Solutions is again providing training for FOI officers and decision-makers under the *Freedom of Information Act 1982* (Vic).

This will be done through practical training workshops developed and presented by Mick Batskos, Executive Director of FOI Solutions.

#### Who should attend?

- All decision-makers under the FOI Act (Vic) in Government Departments and agencies, including Councils
- Those managing or assisting decision-makers.

**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 fill fast.

**Early bird prices available until 4 February 2020.** To check availability please call 03 9601 4111 or click the 'Training' tab on our website:  
[www.foisolutions.com.au](http://www.foisolutions.com.au)

### Program Details:

8.50-9.00am	<b>Registration: Basic session</b> Tea and Coffee
9.00am-12.30pm	<b>Basic workshop training</b> (including morning tea) Topics covered in details include: <ul style="list-style-type: none"> <li>• Why we have an FOI Act</li> <li>• What to do when a request is received</li> <li>• When can you refuse to process a request</li> <li>• Fees and charges</li> <li>• Time limits, decisions and FOI Commissioner review</li> <li>• Amendments of personal records</li> <li>• Workshop problems</li> <li>• Questions and answers</li> </ul>
12.30-1.30pm	<b>Lunch</b> (for participants attending both sessions)
1.15-1.30pm	<b>Registration: Intermediate session</b> Tea and Coffee
1.30-5.00pm	<b>Intermediate workshop training</b> (including afternoon tea) Topics covered in details include: <ul style="list-style-type: none"> <li>• Exemptions</li> <li>• Statement of reasons</li> <li>• Interrelationship between FOI Act and other access regimes and legislation (eg health records, privacy)</li> <li>• Interrelationship between FOI Act and various legal processes (eg discovery)</li> <li>• Additional sources of information</li> <li>• Workshop problems</li> <li>• Questions and answers</li> </ul>

# Registration Form

Sessions are organised by *Batskos Holdings Pty Ltd* and presented by FOI Solutions.

Cost includes: half or full day training session, workshop and presentation papers, morning and/or afternoon tea, and lunch is provided for participants attending both sessions.

## HOW TO ATTEND

### Choose the session and date

Choose to attend either the Basic or Intermediate session, or both sessions on the same day. Select the training date that suits you and your organisation.

### Complete form

Complete this page and return to Batskos Holding Pty Ltd by email, fax or post (one form is required per person).

### Payment

A tax invoice from Batskos Holdings Pty Ltd will be issued upon receipt of your registration form. Please forward this to your Accounts department for prompt payment.

### Confirmation

Payment is required prior to attendance. A confirmation will be emailed to you a week prior to your training session.

### I will be attending: (mark with "X")

<input type="checkbox"/>	BOTH Basic and Intermediate sessions	\$795 + GST
<input type="checkbox"/>	Basic session only	\$440 + GST
<input type="checkbox"/>	Intermediate session only	\$462 + GST
<input type="checkbox"/>	PLEASE APPLY 10% EARLY BIRD DISCOUNT	

### On the following date: (mark with "X")

<input type="checkbox"/>	Friday, 14 February 2020 (early bird discount valid until 4 February 2020)
--------------------------	--

**Venue:** FOI Solutions, Level 9, 99 William Street, Melbourne

### YOUR details:

Name:	<input type="text"/>		
Position:	<input type="text"/>		
Organisation:	<input type="text"/>		
Telephone:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		
Food allergies / requirements: (if any)	<input type="text"/>		

### Your ORGANISATION details: (for billing purposes)

Organisation:	<input type="text"/>		
DX Address (preferred):	<input type="text"/>		
Postal/Physical Address:	<input type="text"/>		
City:	<input type="text"/>	Postcode:	<input type="text"/>
Purchase order number: (if required)	<input type="text"/>		
<b>Amount Payable:</b>	A tax invoice from <b>Batskos Holdings Pty Ltd</b> will be issued upon receipt of your registration form. <b>If you register within the early bird timeframe a 10% discount will automatically apply</b>		
BOTH sessions \$795 + GST pp	<input type="text"/>	<input type="text"/>	<input type="text"/>
Basic \$440 + GST pp	<input type="text"/>	<input type="text"/>	<input type="text"/>
Intermediate \$462 + GST pp	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Confirmation of your attendance:

Payment is required prior to your training session. A confirmation will be emailed to you a week prior to your training session confirming all the session details. Terms and Conditions are on the FOI Solutions website at [www.foisolutions.com.au/training](http://www.foisolutions.com.au/training).

☐

I would **NOT** like to be kept informed of any future training sessions (mark with "X")

### Please return your completed form to Batskos Holdings Pty Ltd:

A separate form is required for each person attending. The total is required on one form only (where more than one person registers from your agency).

**DX address (preferred):** DX 345, MELBOURNE, VIC

**Tel:** 03 9601 4111

**Postal address:** Level 9, 99 William Street, Melbourne, 3000

**Fax:** 03 9601 4101

**Email:** [marketing@foisolutions.com.au](mailto:marketing@foisolutions.com.au)

OFFICE USE ONLY	Invoice number		In MYOB:	Date:
	Sent:	By:	Date:	
	Spreadsheet	By:	Date:	