

# training

## Hidden FOI Gems for Councils



### FEATURES

#### Who should attend?

This session is intended for

- Any Council staff member responsible for dealing with FOI requests or managing the FOI decision-making function.
- Any Council staff member wanting to reconsider FOI decisions under review at the Office of the Information Commissioner where further grounds for refusal might apply.

#### Relaxed lunchtime session

This one hour session provides practical and easy-to-understand knowledge for all Councils in Victoria in the relaxed atmosphere of our offices.

#### Limited numbers

Places are strictly limited. Experience has shown that smaller groups are more effective and encourage questions and discussion.

**Book early to avoid disappointment**

- **Do you want to learn about information handled by Councils which is *not* accessible under the FOI Act?**
- **Do you know about the council-specific secrecy provision attracting exemption under s 38?**
- **Do you know exactly how broad other council-specific exemptions are?**

You can **quickly** and **easily** update your knowledge about these hidden gems which are not very well known or not fully or properly applied by Victorian councils.

In this lunchtime session, our Executive Director, **Mick Batskos**, will be presenting this council-specific session on FOI. After this session council officers will be much better informed about matters which will save significant time, effort and heartache in dealing with FOI requests.

#### Topics considered:

You will be able to confidently apply your newly acquired knowledge to understand better:

- What council documents might be **excluded** from access under FOI?
- What **secrecy provisions** exist which apply to council information and attract exemption in s 38 of the FOI Act?
- Exactly how do the **council-specific** exemptions in the FOI Act apply?
- How **broad** is the coverage of the closed council meeting exemption?

#### Date:

Friday, 23 November 2018

#### Time:

12.30pm for lunch with **1.00pm start**, finishing approximately 2.00pm (including questions)

#### Venue:

FOI Solutions  
Level 9, 99 William Street, Melbourne  
03 9601 4111

#### Early bird registrations and discounts:

Regular registration cost is \$110 + GST but if you **register before 9 November 2018** you will pay only **\$99 + GST** per person.

There is also a further 10% discount for those organisations who register 3 or more people from the same agency.



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## HOW TO ATTEND

### Complete form

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

### Payment

Payment is required *prior to attendance*. 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.

Terms and conditions of registration are available on our [website](#).

### Confirmation

A confirmation will be emailed to you a week prior to your training session.

## How much does it cost?

**\$110 +GST** per person or **\$99 +GST** per person *early bird registration by **9 November 2018***

Receive a **10% discount** for those organisations who register **3 or more** people from the same agency.

## What is included?

A copy of a comprehensive paper, PowerPoint slides, our **30-day** mouse mat calculator, scrumptious lunch (attendees often complain they ate too much!!), drinks, tea, coffee and inclusion on our client list ensuring future notification of our services, training and products.

# Registration Form

	Friday, 23 November 2018
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## YOUR details:

Name:			
Position:			
Organisation:			
Telephone:		Fax:	
Email:			
Food allergies / requirements:			

## Your ORGANISATION details: (for billing purposes)

Organisation:			
DX Address (preferred):			
Postal/Physical Address:			
City:		Postcode:	
Purchase order number:			
<b>Amount Payable:</b>	A tax invoice from <b>Batskos Holdings Pty Ltd</b> will be issued upon receipt of your registration form.		
<b>\$110 + GST</b>		<i>per person</i>	
<b>\$99 + GST</b>		<i>per person if registered <b>before 9 November 2018</b></i>	
<b>10% discount</b>		<i>only if <b>3 or more attendees</b> from the same agency</i>	
<b>Paper only</b>		<i>I am unable to attend but please send me a copy of the training materials after the session date</i>	

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

**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		Sent by:	Date:
	Invoice in MYOB	By:	Date:	
	Spreadsheet	By:	Date:	