

FEATURES

Who should attend?

This session is intended for

- Any agency staff involved in the handling of FOI requests or managing the FOI decision making function.

Relaxed lunchtime session

This one hour session provides practical and easy-to-understand knowledge for all public sector organisations 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

FOI Professional Standards: Are you ready?



Victorian agencies subject to the FOI Act **must** be ready for the commencement of the Professional Standards on 2 December 2019. They will have an impact on the day to day processing of FOI requests. Are you ready?

The Professional Standards are a legal requirement; they must be complied with. It's the law. Are you ready?

Non-compliance can give rise to serious risks under the FOI Act. Every officer of your agency must understand the significance of the Professional Standards and the FOI Act. Are you ready?

FOI Solutions has developed a thorough, but practical and easy-to-understand training session for all Victorian agencies. We will:

- **Outline what the Standards mean**
- **How the Standards impact on each step taken in processing requests**
- **Emphasise what will be different to your current practices**
- **Inform you who is responsible for compliance**
- **Outline risks of non-compliance**
- **Raise potential practical problems to be aware of**
- **Suggest solutions**
- **Deal with any questions you may have.**

Get ahead of the game. Spaces are strictly limited to **14 people**. Don't miss out.

What is included?

A copy of the presentation 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.

Date/Time:

Thursday, 20 February 2020

1:00pm 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 **6 February 2020** you will pay only **\$99 + GST** per person. If you also register for our **Recent trends in the personal affairs exemption** training you can get a 50% discount for that session.

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



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Recent trends in the personal affairs exemption

In recent years, there have been a number of VCAT cases which have clarified the essential components of how to apply the personal affairs exemption in s 33 of the Victorian FOI Act.

At the same time, just when you thought it was getting clearer, there have been some other decisions which appear to confuse concepts in s 33 like:

- When is information about agency staff personal affairs information?**
- What information about agency staff is considered unreasonable to disclose?**
- Does it matter that your agency does not have staff with a VPS classification?**
- What recent examples have there been of other personal affairs information being disclosed or exempted?**

The lunchtime session will provide an essential guide for FOI decision makers in Victoria to understand:

- recent VCAT decision trends about the personal affairs exemption;
- uncertainty that exists about the s 33 exemption to be aware of in your daily decision-making;
- how the OVIC might be getting it wrong; and
- when it might be worth challenging an OVIC decision disclosing personal affairs information.

You cannot afford to miss out on this extensive lunchtime session. This session has been developed and is being presented by Mick Batskos, Executive Director of FOI Solutions. It will refer to relevant legal concepts and will provide extensive practical examples. Have all your questions about the application of s 33 answered.



What is included?

A copy of the presentation paper, PowerPoint slides, our **30-day** mouse mat calculator and inclusion on our client list ensuring future notification of our services, training and products.

Date/Time:

Thursday, 20 February 2020

2.15pm finishing approximately 3.30pm (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 **6 February 2020** you will pay only **\$99 + GST** per person. If you also register for our **Professional Standards** training you can get a 50% discount for that session.

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



Registration Form

HOW TO ATTEND

Complete form

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

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:			

	Thursday, 20 February 2020 - Professional standards 1.00 – 2.00pm		
Amount Payable:	A tax invoice from Batskos Holdings Pty Ltd will be issued upon receipt of your registration form.		
\$110 + GST		<i>per person</i>	
\$99 + GST		<i>per person if registered before 6 February 2020</i>	
10% discount		<i>only if 3 or more attendees from the same agency</i>	
Paper only		<i>I am unable to attend but please send me a copy of the training materials after the session date</i>	

	Thursday, 20 February 2020 – Recent trends in the personal affairs exemption 2.15-3.30pm		
Amount Payable:	A tax invoice from Batskos Holdings Pty Ltd will be issued upon receipt of your registration form.		
\$110 + GST		<i>per person</i>	
\$99 + GST		<i>per person if registered before 6 February 2020</i>	
10% discount		<i>only if 3 or more attendees from the same agency</i>	
Paper only		<i>I am unable to attend but please send me a copy of the training materials after the session date</i>	

	Thursday, 20 February 2020 – BOTH sessions (50% off second session)		
Amount Payable:	A tax invoice from Batskos Holdings Pty Ltd will be issued upon receipt of your registration form.		
\$165 + GST		<i>per person</i>	
\$ 148.50+ GST		<i>per person if registered before 6 February 2020</i>	
10% discount		<i>only if 3 or more attendees from the same agency</i>	
Paper only		<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

OFFICE USE ONLY	Invoice number		Sent by:	Date:
	Invoice in MYOB	By:	Date:	
	Spreadsheet	By:	Date:	