



# 2010

## AGS Legal training program

### FREEDOM OF INFORMATION ADVANCED MODULE

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#### FOI – Next Steps

##### Target group

Employees who have attended our 'Introduction to FOI' course, or have equivalent training or experience in another FOI jurisdiction.

##### Course outline

This course is designed to significantly advance the practical knowledge and skills of FOI practitioners in the procedural aspects of handling FOI requests. The course has been designed to familiarise participants with the Act as it will operate following the amendments which commence from 1 November 2010.

Four different scenarios have been written to embody the four most common procedural aspects facing FOI practitioners. They are:

- consultation with third parties
- lost or non-existent documents and deferral of access
- unreasonable diversion of resources
- calculation of charge estimates.

Participants work in small groups to explore and then work through the particular procedures with guidance from the presenter. This is a hands-on course and the participants will prepare documents and make decisions in these matters. A manual containing a detailed paper and guidance on each topic is provided.

Most importantly, the presenter's considerable practical experience in FOI matters will help the FOI practitioner to become familiar with the best way of approaching the procedural aspects of the FOI Act in the new operating environment from 1 November 2010.

##### Objectives

Participants will be able to apply the FOI Act as it will operate from 1 November 2010 and to carry out processes and procedures under the Act.

##### Presenters

Our presenters are experienced AGS lawyers who have a great depth of knowledge of the government environment, and who practise extensively in the areas of information access and administrative law.

##### Duration

This is a full day course commencing at 9 am and concluding at 4.30 pm.

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#### Cost

Standard fee – \$850.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training – \$765.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email [cbrtraining@ags.gov.au](mailto:cbrtraining@ags.gov.au).

#### Website

For a full review of AGS services, visit [www.ags.gov.au](http://www.ags.gov.au)