



# 2010

## AGS Legal training program

## FREEDOM OF INFORMATION INTRODUCTORY MODULE

### Introduction to FOI

#### Target group

New or recently appointed FOI coordinators or contact officers; employees at all levels who are responsible for dealing with FOI requests or need to be aware of FOI in the course of their duties. Also, employees wanting a refresher course in FOI principles. The course has been designed to familiarise participants with the Act as it will operate following the amendments which commence from 1 November 2010.

#### Course outline

The course introduces participants to the operations of the *Freedom of Information Act 1982*, covering FOI processing, fees and charges and the exemption provisions. At each stage of the course, syndicate exercises are used to involve participants in the actual handling of requests, assessment of charges and the application and use of exemption provisions, including conditional exemptions and the public interest test. A substantial reference manual, with copies of the legislation as amended, guidance on procedures and exemptions will be provided.

#### Objectives

At the conclusion of the course, participants will have a working knowledge of the processes for dealing with FOI requests as prescribed by the Act from 1 November 2010. Participants will also have a general understanding of the application of the Act and its exemption provisions.

#### 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.

#### 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.

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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)*