



FOI Fundamentals

This three-part course provides attendees with an overview of the *Freedom of Information Act 1982 (Vic)* and the role of an FOI officer.



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Katherine has expertise in all aspects of FOI. This includes the actual decision-making process and vetting documents for exemptions, drafting correspondence to FOI applicants and third parties and drafting legally defensible statements of reasons (both initial decisions and internal review). Katherine is also experienced in dealing with external review bodies such as the Information Commissioner and the Victorian Civil and Administrative Tribunal, preparing submissions and appearing in hearings.

Katherine is also an experienced litigator and solicitor-advocate with expertise in administrative and criminal law. She regularly appears in the Administrative Review Tribunal, Federal Circuit and Family Court of Australia and High Court of Australia for State and Commonwealth Government entities in matters involving merits and judicial review and statutory interpretation.

Katherine is an Accredited Specialist in administrative law, listed as a Leading Administrative & Public Lawyer in Doyle's Guide and is the winner of the 2022 *Government Partner of the Year* at the Lawyers Weekly Partner of the Year Awards.

Course outline

Part one: Overview of FOI Act

- Object of the FOI Act.
- Scope of the FOI Act.
 - what is a "document"?
 - what is a "document of an agency"?
- What is a valid FOI request?
- Who can seek access and how?
- Timeframes, extensions of time and how to proactively manage them

Part two: Role of an FOI Officer

- Proactively managing the process.
- Search obligations.
- Decision-making.
- Refusals:
 - information not held
 - practical refusals - e.g. voluminous requests
 - third party consultations
 - courtesy consultations

Part three: Exemptions and reasons for refusal overview

- Exemptions overview

Cost

\$590 excl GST per person
(minimum numbers apply)

Date & Time

Wednesday 16 September 2026
9am-12pm

Location

Online via MS Teams
or at

ISPT
500 Bourke Street
Melbourne, VIC 3000

CPD ELIGIBILITY: 3 POINTS

How to book

To register for the session please email
government.training@sparke.com.au.