



Government Information (Public Access) Act

Introduction and Advanced Training Courses

In most jurisdictions the GIPA (FOI) Officer in state and local government agencies is also the Privacy Officer. Within most government agencies this is a challenging role. We have designed a number of courses to specifically assist public servants and their agencies to proactively manage media and parliamentary issues that may arise. Sessions will have a practical focus and will include small group discussions and a variety of case studies to assist in achieving the learning outcomes. These courses are designed so that attendees can benefit from Phillip Youngman's 20 years plus experience in FOI and nearly 10 years experience in Privacy.

The majority of people attending the 2009-2010 Courses rated the Courses at 4 or 5 out of 5 for content and value to them in their positions.

INTRODUCTORY GIPA COURSE	ADVANCED GIPA COURSE
<p>Date: See www.youngmanconsultancy.com.au*</p> <p>* Additional courses will be subject to demand</p>	<p>Date: See www.youngmanconsultancy.com.au*</p>
<p>Course content includes:</p> <p>A detailed explanation of the responsibilities of GIPA/FOI Officers in complying with the various statutory requirements under the Government Information (Public Access) Act.</p> <p>A detailed explanation of the way to process GIPA applications from the original enquiry right through to the original determination. Together with a general review of the Internal Review, and external appeal process (including the NSW Information Commissioner (IC) and Administrative Decisions Tribunal (ADT)).</p> <p>To assist course attendees they will be provided with a flow-chart as a decision tree to enable them to deal with each variable in turn and identify the correct actions.</p> <p>Sample letters will be provided setting out the GIPA process, including acknowledging applications, consulting third parties, making original determinations, dealing with Internal Reviews and appealing to the Information Commissioner and the ADT. These letters will be discussed in general and you will be provided with hard copies to enable you to utilise them in your day-to-day activities.</p> <p>There will be general discussions regarding the GIPA contract reporting requirements.</p>	<p>The course content is as follows, but may vary depending on the needs of the attendees:</p> <p>The Advanced Course will recap the GIPA process discussed in the Introductory Course.</p> <p>A general explanation of the way to process GIPA applications from the original determination, and a detailed study of the Internal Review, and external appeal process (including the NSW Information Commissioner (IC) and Administrative Decisions Tribunal (ADT)).</p> <p>The course will provide an opportunity to examine in detail various refusal provisions in the GIPA Act and explain the process you need to follow in order to determine whether these provisions can be invoked in order to refuse to release the information the subject of a GIPA application.</p> <p>Vanessa Andersen, a partner at Henry Davis York, Lawyers will discuss FOI case law (which in many cases is applicable to the GIPA Act) and the practical and legal issues involved in the management of cases once they become litigious, including the approach of both the ADT and the Information Commissioner to the GIPA Act.</p> <p>A case scenario will be discussed during the session to try and address the more common situations faced by the applicants in dealing with GIPA applications. Attendees will be given the opportunity to work through the process of examining categories of documents and discussing possible exemption provisions.</p>
MANAGEMENT AND STAFF AWARENESS COURSES	<p>Additional course content, if requested, will include:</p> <ul style="list-style-type: none"> • The process in dealing with the GIPA Contract Reporting will be discussed, including the preparation of reporting formats, where requested by the attendees. Alternatively, the development of Access regimes and the placement of various categories of information into the appropriate category.
<p>Briefing sessions are also available to agency management and staff to make them aware of their responsibilities and obligations under GIPA. These sessions typically take about an hour or so to present.</p>	

Presenters

The courses will be led by Phillip Youngman. Phillip will be assisted in the advanced course by Vanessa Andersen.



Phillip Youngman

Phillip Youngman, a senior consultant at YoungmanConsultancy, provides advice and training in Privacy and Government Information (Public Access) (GIPA) (previously known as Freedom of Information (FOI)) while also preparing and examining systems, policies, guidelines and procedures, Privacy audits, Privacy Impact Assessments and Privacy Management Plans.

YoungmanConsultancy is one of only four organisations recommended by Privacy NSW to assist government agencies in ensuring their compliance with the Privacy legislation. Phillip previously worked at the Roads and Traffic Authority (RTA) for 43 years, until his retirement in January 2008. Phillip has again been working with the RTA on FOI and GIPA matters over the last 18 months.

On 1 May 2008, Phillip was awarded the NSW Government's Service Medallion for Meritorious Service in recognition of his service to the RTA and his service to the public. He is currently a member of the Standards Australia Records Management and Biometrics and Identification Committees. He is an Associate Fellow of the Australian Institute of Management and a Justice of the Peace.

Prior to his retirement he was RTA's FOI Officer following the commencement of the Freedom of Information Act in 1989. He was also appointed the RTA's Privacy Officer, following the enactment of the Privacy and Personal Information Protection Act in 2000.

Phillip was also the Chairman of the NSW FOI and Privacy Practitioners' Network from 1991 until his retirement in 2008. He was recognised by the NSW Premier's Department, the Administrative Decisions Tribunal (ADT) and the NSW Ombudsman's Office as an expert in FOI. He was also acknowledged as an expert in Privacy by Privacy NSW and the ADT.

Vanessa practises in the areas of workplace relations and safety and in privacy law, advising a broad range of clients across many sectors including large blue chip corporates and New South Wales public sector organisations.

Her practice includes both "front end" agreement drafting and compliance work and advice in employee disputes including discrimination litigation and claims in the Federal and State industrial tribunals. Vanessa also has extensive industrial relations experience and advises employers on industrial relations strategies including assisting organisations to draft, negotiate and register their industrial arrangements.

Vanessa has managed many sensitive equal employment opportunity (EEO) investigations in both the public and private sector. She regularly devises and conducts EEO training programs for clients and has conducted privacy compliance reviews. Vanessa also advises employers on their OH&S obligations.

Vanessa is a member of the Industrial Relations Society of New South Wales.



Vanessa Andersen

Details

Dates:	<i>Introduction Training Courses</i> <i>Advanced Training Courses</i> <i>Management Awareness Courses</i> <i>Staff Awareness Courses</i> <i>Additional Courses will be subject to demand.</i>
Duration:	The Introductory and Advanced courses will run for approximately 6 hours.
Venue:	The Portside Centre, Symantec House, Level 5, 207 Kent Street, Sydney
Cost:	\$550 per person per course. \$1,000 per person if the person registers for the Introduction and Advanced courses at the same time. A 10% discount will be provided for two or more bookings from the same agency.
Inclusions:	Training materials, tea and coffee on arrival, morning tea, lunch and afternoon tea will be provided.
Registration:	Phillip Youngman Telephone: (02) 4735 4817 Mobile: 0425 372 262 Email: phillip@youngmanconsultancy.com.au
Cancellation Policy:	We reserve the right to reschedule any course. In the case of rescheduling, a full refund will be offered to all registered participants. Cancellations received 7 working days or more prior to the course date will be refunded in full. All cancellations and changes must be forwarded in writing (by email or fax).