



## Government Information (Public Access) Act training courses

Information Consultants Pty Ltd is pleased to present several training courses to suit all levels of practitioner in the field of access to government information in state and local government agencies. The courses will cover the requirements of the *Government Information (Public Access) (GI(PA)) Act*.

The presenter will be Megan Carter, who has had thirty years' experience in Federal, State and local government as an FOI practitioner, trainer and consultant. She has presented hundreds of FOI courses both in Australia and overseas and conducted training for the implementation of the Queensland *Right to Information Act*, and the reformed federal *FOI Act*, which have many aspects in common with the NSW *GI(PA) Act*. She has presented over 40 days training in the *GIPA Act* to date.

Numbers will be limited to ensure effective small group work. A minimum number of participants is required, which may cause courses to be rescheduled if minimum numbers are not registered.

There are two courses available:

### • Introduction to GI(PA) • Advanced GI(PA)

**Introduction to GI(PA)** highlights publication of open access information and processing issues.

**Advanced GI(PA)** assumes knowledge of the material covered in the Introduction and moves on to detailed consideration of refusal and public interest provisions. Attendance at the two consecutive days is recommended to best prepare those who will be responsible for handling GI(PA) in their agency.

#### Introduction to GI(PA) (1 day)

This course provides an overview of GI(PA), covering all aspects of handling the requirements of the Act in an agency at an introductory level. It is suitable for those who have undertaken no FOI training, or as a refresher course. Includes:

- Objectives of GI(PA) Act
- Open Access Information
- Proactive and informal release
- Processing applications for access
- Searching for documents
- Fees and Charges
- Consultation with applicants and third parties
- Decision making and refusal provisions (overview)
- Internal and external review

#### Advanced GI(PA) (1 day)

This course is suitable for those who have completed the Introductory course or have at least 1 year's experience in FOI/GIPA. It addresses refusal / public interest provisions in detail using practice case studies. It would also suit Internal Reviewers with previous experience. Includes:

- Conclusive presumption of overriding public interest against disclosure (Schedule 1)
- Detailed discussion of public interest test
- Particular focus on:
  - Personal Information
  - Business Interests
  - Law Enforcement/Security
  - Prejudice to effective government
  - Legal Professional Privilege
- Hands-on case studies for decision making

### Upcoming Course Dates

Parramatta – Rydges Hotel

<b>Introduction to GI(PA)</b>	<b>Monday February 20</b>	8.45 AM - 5.00 PM	1 day	<b>\$500</b> (+ GST)
<b>Advanced GI(PA)</b>	<b>Tuesday February 21</b>	8.45 AM - 5.00 PM	1 day	<b>\$500</b> (+ GST)

**Attendance for two days: \$900** (plus GST); **10% discount for two or more attendees from the same agency.** The cost includes course materials, lunch, morning and afternoon teas.

## Registration form

Title: Mr Ms Mrs Miss ..... Name:.....

Position:.....

Agency: .....

Address:.....

..... Postcode:.....

Phone: ..... Fax: .....

E-mail: .....

Please register me for the following course/s - payment will follow after tax invoice sent:

**Introduction to GI(PA) (Parramatta) Monday February 20**

**Advanced GI(PA) (Parramatta) Tuesday February 21**

Please add my name to your mailing list

The cost includes course materials, morning and afternoon teas, and lunch.

A tax invoice will be sent with the course confirmation and details of venue. Payment should be made prior to or within one week of attendance.

**Cancellations:** A full refund will be given only for cancellations up to 10 days before the course, or the agency may send a replacement participant. If courses are postponed by the organiser, a full refund or a place at a future course will be offered.

**Privacy notice:** Personal information collected during course registration will be used only by Information Consultants Pty Ltd to administer training courses and will not be shared with any other entity.



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