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## INTRODUCTION TO THE WHISTLEBLOWERS PROTECTION ACT: A GUIDE FOR PROTECTED DISCLOSURE OFFICERS

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In many instances protected disclosure officers are appointed under the *Whistleblowers Protection Act* but provided no training or no guidance on what is involved in administering that Act on behalf of the agency.

The Ombudsman has identified that there is an absence of education in relation to the handling of whistleblower complaints within agencies, in part due to the absence of an express statutory educative function.

To assist your agency to ensure correct understanding of your agency's obligations under the Act, and to assist in proper handling of whistleblower complaints, this session will look at the following topics:

- Why was the Act introduced?
- Who or what can a disclosure be made about?
- What types of conduct are covered by the Act?
- How is a disclosure made
- What is the difference between a protected disclosure and a public interest disclosure?
- What confidentiality obligations arise and what can happen if those obligations are breached?
- Other obligations on the agency under the Act

Please note that places are strictly limited to 20 people. Get in early to avoid disappointment as the session is expected to fill fast and there are limited places.

<b>Who:</b>	This is intended for all persons given the responsibility of handling whistleblower complaints (or managing the handling of them). Pass this form on to any colleagues in other agencies who you think might be interested.		
<b>Time:</b>	9.45am for a <b>10.00am start</b> finishing 11.45am (approx) (including questions)		
<b>Date &amp; Venue:</b>	<b>Choose from:</b>	<b>Venue:</b>	
	26 March 2012	Level 2, 155 Queen Street, Melbourne	
	13 June 2012		
<b>Cost:</b>	\$179* \$149* per person if 3 or more persons attend from one agency (includes paper, presentation and refreshments)		

\* All amounts are GST inclusive

### Solicitors & Consultants

Level 2  
155 Queen Street  
Melbourne Victoria 3000

DX 345 Melbourne VIC  
Email [info@foisolutions.com.au](mailto:info@foisolutions.com.au)  
[www.foisolutions.com.au](http://www.foisolutions.com.au)

Telephone (03) 9601 4111  
Facsimile (03) 9601 4101



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### REGISTRATION FORM

Name: ..... Position : ..... Agency: .....  
Postal or DX Address ..... Email: ..... Phone: .....  
..... Fax: .....

**I will be attending on: (tick one)**

- 26 March 2012  
 13 June 2012

**Amount Payable (tick one)**

- \$179 (inc GST)  
 \$149 (inc GST) (per person, if 3 or more from one agency – please fill separate form for each)

**Payment can be made by EFT (preferred) or by cheque made payable to “FOI Solutions”.**

**EFT Payment Details:**

**Name:** FOI Solutions  
**Bank:** National Australia Bank  
**Branch:** Collins Street, Melbourne VIC 3000  
**BSB No:** 083 019  
**Account No:** 45 343 6667

**A tax invoice will be forwarded once the registration form is received.**

If paying by EFT, please send an email ([info@foisolutions.com.au](mailto:info@foisolutions.com.au)), fax or other remittance advice to confirm payment.

If paying by cheque, please make cheque payable to “**FOI Solutions**” and forward with this form to:  
FOI Solutions, DX 345 Melbourne Vic OR  
FOI Solutions, Level 2, 155 Queen Street, Melbourne, Vic, 3000

The ABN of FOI Solutions is 80 977 918 379. A tax invoice will be forwarded upon payment. Please keep a copy of this form for your records. All amounts are GST inclusive. You will receive confirmation of registration.

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