



Legal training

Nomination form 2018

Mark 'x' in the box to indicate your preferred course.

NAME _____

Position _____

Lawyer Non-lawyer

Agency _____

Branch/Section _____

Phone _____

Email _____

Postal address _____

_____ Postcode _____

Special requirements (including special dietary needs/disability) _____

CREDIT CARD

Visa MasterCard

Number

Card holder's name _____

Card holder's email _____

Expiry date _____

Gross* transaction amount \$ _____

* If your agency qualifies for a discount (see over for details of discounted fee), then the actual amount charged to the credit card detailed may be less than the gross amount indicated.

Signed _____

x	Course	Date
<input type="checkbox"/>	Administrative law	
<input type="checkbox"/>	Advice writing	
<input type="checkbox"/>	Affidavits – preparation, use and pitfalls	
<input type="checkbox"/>	Alternative dispute resolution	
<input type="checkbox"/>	Appearing in the Fair Work Commission	
<input type="checkbox"/>	Code of conduct – applying sanctions	
<input type="checkbox"/>	Constitutional issues in program design	
<input type="checkbox"/>	Contract management	
<input type="checkbox"/>	Delegations and authorisations	
<input type="checkbox"/>	Essentials for the government lawyers	
<input type="checkbox"/>	FOI exemptions	
<input type="checkbox"/>	FOI exemptions and decision-making	
<input type="checkbox"/>	FOI next steps	
<input type="checkbox"/>	Handling privacy complaints	
<input type="checkbox"/>	How laws are made	
<input type="checkbox"/>	How to run a code of conduct investigation	
<input type="checkbox"/>	How to undertake a review of action	
<input type="checkbox"/>	Introduction to FOI	
<input type="checkbox"/>	Introduction to privacy	
<input type="checkbox"/>	Legal issues in records management for investigators and regulators	
<input type="checkbox"/>	Legislative instruments: what you need to know	
<input type="checkbox"/>	Managing persistent complainants	
<input type="checkbox"/>	Masterclass – privacy and employment	
<input type="checkbox"/>	PID Act for Authorised Officers	
<input type="checkbox"/>	Principles of decision-making	
<input type="checkbox"/>	Privacy – next steps	
<input type="checkbox"/>	Privacy APP intensive	
<input type="checkbox"/>	Procurement tips and tricks	
<input type="checkbox"/>	Resolving privacy complaints	
<input type="checkbox"/>	Responding to subpoenas	
<input type="checkbox"/>	Statement of reasons	
<input type="checkbox"/>	Statutory interpretation	
<input type="checkbox"/>	Tough conversations about poor performance	
<input type="checkbox"/>	Understanding legislation	

trainingservices@ags.gov.au
 For further information contact **Elizabeth Permalloo T 02 6253 7464**
OR Emanuela Peresan on T 02 6253 7145 ABN 69 405 937 639

IMPORTANT NOTICE – CANCELLATION POLICY: Once a nomination form is received, it assures your place on the course of your choice. Unless you advise this office within 5 business days prior to the scheduled date of the course, that you will be unable to attend, the full attendance fee will still be payable. In such an event, please feel free to send another person from your agency in your place. (Courses will only be run on the basis of our receiving sufficient nominations.)

PRIVACY: AGS collects the information on this form solely for the purpose of administering its training program, including providing participants with information on enrolled and upcoming courses. The information is stored in a password-protected database and is usually disclosed to a participant's employing agency upon request.

February sessions only (9.30 am to noon)
 – cost \$300 per session
The new ACT FOI Act (for ACT Government officers)
 13 February (am) OR 14 February (am)
 This course attracts 2 CDP points

Legal training

2018

(prices include GST)

Course	Duration	Standard fee	CLE points
Administrative law	2 days	\$1,550	12
Advice writing	1/2 day	\$600	3
Affidavits – preparation, use and pitfalls	1/2 day	\$600	3
Alternative dispute resolution	1/2 day	\$600	3
Appearing in the Fair Work Commission	1 day	\$920	6
Code of conduct – applying sanctions	1 day	\$920	6
Constitutional issues in program design	1/2 day	\$600	3
Contract management	2 hrs	\$300	2
Delegations and authorisations	3 hrs	\$500	2.5
Essentials for the government lawyers	3 days	\$2,000	18
FOI exemptions	1 day	\$920	6
FOI exemptions and decision-making	1/2 day	\$600	3
FOI next steps	1 day	\$920	6
Handling privacy complaints	1 day	\$920	6
How laws are made	1/2 day	\$600	3
How to run a code of conduct investigation	2 days	\$2,000	12
How to undertake a review of action	1 day	\$920	6
Introduction to FOI	1 day	\$920	6
Introduction to privacy	1 day	\$920	6
Legal issues in records management for investigators and regulators	2 days	\$2,000	12
Legislative instruments: what you need to know	2.5 hrs	\$400	2
Managing persistent complainants	1.5 hrs	\$200	1
Masterclass – privacy and employment	1/2 day	\$600	3
PID Act for Authorised Officers	1/2 day	\$600	3
Principles of decision-making	1 day	\$920	6
Privacy – next steps	1 day	\$920	6
Privacy APP intensive	1/2 day	\$600	3
Procurement tips and tricks	3 hrs	\$500	2.5
Resolving privacy complaints	1/2 day	\$600	3
Responding to subpoenas	1/2 day	\$600	3
Statement of reasons	1/2 day	\$600	3
Statutory interpretation	1/2 day	\$600	3
Tough conversations about poor performance	1.5 hrs	\$200	1
Understanding legislation	1/2 day	\$600	3

Discounted fee

Please be aware that our discount policy has changed. To be eligible for a discount, 3 or more registrations from the same agency **and** for the same course, must be sent to and received by AGS **at the same time**. A 10% discount will be applied to registrations that meet the criteria. No other discounts will be applied.

Our courses also attract CLE/CPD points.

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