



2017 LEGAL TRAINING

JULY–DECEMBER



City | Day | Date | Duration | Time | Topic

JULY

| | | | | | |
|-----------|-------------|-------|---------|----|---------------------------------|
| Canberra | Wed | 19 | 1/2 day | am | Advice writing |
| Melbourne | Thu | 20 | 1 day | | Introduction to privacy |
| Melbourne | Fri | 21 | 1 day | | Privacy: next steps |
| Canberra | Wed/ Thu | 26–27 | 2 day | | Admin law |
| Sydney | Fri | 28 | 1/2 day | pm | PID Act for Authorised Officers |

AGS offers a wide range of courses in administrative law, freedom of information, privacy, employment law, statutory interpretation, advice-writing, contracts and contract management and other topics relevant to government law. These sessions are designed to assist government employees in acquiring the legal knowledge and skills they need to do their jobs efficiently.

AUGUST

| | | | | | |
|-----------|-----|----|---------|----|---------------------------------------|
| Canberra | Tue | 1 | 1 day | | Introduction to FOI |
| Canberra | Wed | 2 | 1 day | | FOI next steps |
| Canberra | Thu | 3 | 1 day | | FOI exemptions |
| Canberra | Tue | 15 | 1/2 day | am | How laws are made |
| Melbourne | Wed | 16 | 1 day | | Appearing in the Fair Work Commission |
| Brisbane | Thu | 17 | 1/2 day | am | FOI exemptions and decision-making |
| Sydney | Thu | 24 | 1 day | | Introduction to privacy |

Our presenters are all AGS lawyers who are subject matter experts in the subjects they teach. AGS training sessions are full of interactive exercises, examples and challenging discussion, and always draw on the valuable experience participants themselves bring along. Participants will leave an AGS course with new knowledge, valuable insight and a fresh perspective.

Participants are provided with comprehensive and up-to-date course material which can be used in the workplace as a handy reference tool.

Our courses also attract CLE/CPD points.

AGS can deliver our standard course modules 'in-house' or we can tailor these and other presentations to suit your agency's needs.

SEPTEMBER

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|-----------|-------------|-----|-----------------|----|--|
| Canberra | Wed | 6 | Day 1 of 3 days | | Essentials for the government lawyer |
| Melbourne | Wed/ Thu | 6–7 | 2 days | | How to run a code of conduct investigation |
| Canberra | Tue | 12 | 1/2 day | pm | Statutory interpretation |
| Canberra | Wed | 13 | Day 2 of 3 days | | Essentials for the government lawyer |
| Sydney | Thu | 14 | 1 day | | Privacy: next steps |
| Brisbane | Tue | 19 | 1/2 day | am | Privacy APP intensive |
| Canberra | Wed | 20 | Day 3 of 3 days | | Essentials for the government lawyer |

| Course prices (including GST) | | CPD points |
|---|---------|------------|
| 1 hour | \$100 | 1 |
| 1.5 hours | \$200 | 1 |
| 2 hours | \$300 | 2 |
| 2.5 hours | \$400 | 2 |
| 3 hours | \$500 | 2.5 |
| 1/2 day | \$600 | 3 |
| 1 day | \$920 | 6 |
| 2 day (Admin law) | \$1,550 | 12 |
| 2 day (Code of conduct) | \$2,000 | 12 |
| 3 day (Essentials for government lawyers) | \$2,000 | 18 |



City | Day | Date | Duration | Time | Topic

OCTOBER

| | | | | | |
|----------|-----|----|---------|----|---------------------------------|
| Canberra | Tue | 10 | 1 day | | Introduction to FOI |
| Canberra | Wed | 11 | 1/2 day | am | Advice writing |
| Canberra | Tue | 17 | 1 day | | FOI next steps |
| Canberra | Wed | 18 | 1 day | | FOI exemptions |
| Sydney | Tue | 24 | 1/2 day | am | PID Act for Authorised Officers |
| Canberra | Wed | 25 | 1/2 day | am | Understanding legislation |
| Canberra | Tue | 31 | 1 day | | Introduction to privacy |

NOVEMBER

| | | | | | |
|-----------|-------------|---------|---------|----|---|
| Canberra | Thu | 2 | 2.5 hrs | am | Legislative Instruments – what you need to know |
| Canberra | Wed | 8 | 1 day | | Privacy – next steps |
| Sydney | Thu | 9 | 1/2 day | am | Privacy APP intensive |
| Canberra | Wed/ Thu | 15 – 16 | 2 days | | Admin law |
| Melbourne | Wed | 22 | 1 day | | Introduction to privacy |
| Melbourne | Thu | 23 | 1 day | | Introduction to FOI |
| Canberra | Tue | 28 | 2 hrs | pm | Procurement tips and tricks |

DECEMBER

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|----------|-----|---|-------|--|---------------------|
| Canberra | Mon | 4 | 1 day | | Introduction to FOI |
| Canberra | Wed | 6 | 1 day | | FOI next steps |
| Canberra | Thu | 7 | 1 day | | FOI exemptions |

For further information on our training, in-house or customised courses, please contact:

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E trainingservices@ags.gov.au

www.ags.gov.au

| Course prices (including GST) | CPD points |
|---|------------|
| 1 hour | 1 |
| 1.5 hours | 1 |
| 2 hours | 2 |
| 2.5 hours | 2 |
| 3 hours | 2.5 |
| 1/2 day | 3 |
| 1 day | 6 |
| 2 day (Admin law) | 12 |
| 2 day (Code of conduct) | 12 |
| 3 day (Essentials for government lawyers) | 18 |