



LEGAL TRAINING 2017

► Nomination form

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 _____

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

x	Course	Date
	<i>ACT FOI key concepts, exemptions and decision-making</i>	
	<i>Administrative law</i>	
	<i>Advice writing</i>	
	<i>Appearing in the Fair Work Commission</i>	
	<i>Code of conduct – applying sanctions</i>	
	<i>Constitutional issues in program design</i>	
	<i>Delegations and authorisations</i>	
	<i>Essentials for the government lawyer</i>	
	<i>FOI exemptions</i>	
	<i>FOI next steps</i>	
	<i>How to run a code of conduct investigation</i>	
	<i>How laws are made</i>	
	<i>How to undertake a review of action</i>	
	<i>Introduction to FOI</i>	
	<i>Introduction to privacy</i>	
	<i>Legislative instruments: what you need to know</i>	
	<i>Masterclass - privacy and employment</i>	
	<i>PID Act for Authorised Officers</i>	
	<i>PID Act for investigators</i>	
	<i>Principles of decision-making</i>	
	<i>Privacy APP intensive</i>	
	<i>Privacy next steps</i>	
	<i>Procurement tips and tricks</i>	
	<i>Statutory interpretation</i>	
	<i>Tough conversations about poor performance</i>	
	<i>Understanding legislation</i>	

trainingservices@ags.gov.au
 For further information contact **Emanuela Peresan** on T 02 6253 7145 or **Kirstin Hewitt** on T 02 6253 7436
 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.

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Course	Duration	Standard fee	CLE points
<i>ACT FOI key concepts, exemptions and decision-making</i>	1 day	\$920	6
<i>Administrative law</i>	2 days	\$1,550	12
<i>Advice writing</i>	1/2 day	\$600	3
<i>Appearing in the Fair Work Commission</i>	1 day	\$920	6
<i>Code of conduct – applying sanctions</i>	1 day	\$920	6
<i>Constitutional issues in program design</i>	1/2 day	\$600	3
<i>Delegations and authorisations</i>	3 hrs	\$500	2.5
<i>Essentials for the government lawyer</i>	3 days	\$2,000	18
<i>FOI exemptions</i>	1 day	\$920	6
<i>FOI next steps</i>	1 day	\$920	6
<i>How laws are made</i>	1/2 day	\$600	3
<i>How to run a code of conduct investigation</i>	2 days	\$2,000	12
<i>How to undertake a review of action</i>	1 day	\$920	6
<i>Introduction to FOI</i>	1 day	\$920	6
<i>Introduction to privacy</i>	1 day	\$920	6
<i>Legislative instruments: what you need to know</i>	2.5 hrs	\$400	2
<i>Masterclass - privacy and employment</i>	1/2 day	\$600	3
<i>PID Act for Authorised Officers</i>	1/2 day	\$600	3
<i>PID Act for Investigators</i>	1 day	\$920	6
<i>Principles of decision-making</i>	1 day	\$920	6
<i>Privacy APP intensive</i>	1/2 day	\$600	3
<i>Privacy next steps</i>	1 day	\$920	6
<i>Procurement tips and tricks</i>	2 hrs	\$300	2
<i>Statutory interpretation</i>	1/2 day	\$600	3
<i>Tough conversations about poor performance</i>	1.5 hrs	\$200	1
<i>Understanding legislation</i>	1/2 day	\$600	3

(prices include GST)

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.