



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 _____

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

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

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

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
ACT FOI key concepts, exemptions and decision-making	1 day	\$920	6
Administrative law	2 days	\$1,550	12
Advice writing	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
Delegations and authorisations	3 hrs	\$500	2.5
Essentials for the government lawyer	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
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
Legislative instruments: what you need to know	2.5 hrs	\$400	2
Masterclass – privacy and employment	1/2 day	\$600	3
PID Act for Authorised Officers	1/2 day	\$600	3
PID Act for Investigators	1 day	\$920	6
Principles of decision-making	1 day	\$920	6
Privacy APP intensive	1/2 day	\$600	3
Privacy next steps	1 day	\$920	6
Procurement tips and tricks	2 hrs	\$300	2
Statutory interpretation	1/2 day	\$600	3
Tough conversations about poor performance	1.5 hrs	\$200	1
Understanding legislation	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.