



2010

AGS Legal training program

CANBERRA

AGS offers a variety of courses in administrative law, freedom of information, privacy, employment law 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 and, where relevant, meet professional continuing legal education obligations.

Our presenters are experts in the relevant field. They are there to empower participants, guide them to an understanding of the underlying principles and show them how to find the right answers for themselves. 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 manuals which can be used in the workplace as a handy reference tool. They will also receive a certificate of attendance stating, where applicable, the points and competency areas for legal education obligations.

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

▶▶ **FEBRUARY**

1–5 February

Mon	1	Administrative Law	2 days
Tue	2	Administrative Law	
Wed	3	Introduction to FOI	full day
Thu	4	FOI – Next Steps	full day
Fri	5	FOI Exemptions	full day

15–19 February

Mon	15	Statutory Interpretation	half day (am)
Mon	15	Understanding Legislation	half day (pm)
Tue	16	Spending Government Money	half day (am)
Tue	16	Scoping – Statement of Requirements	half day (pm)
Wed	17	Introduction to Privacy	full day
Thu	18	Privacy – Next Steps	full day
Fri	19	Contract Management	half day (am)
Fri	19	Reg 10 FMA	2 hrs (pm)

▶▶ **MARCH**

1–5 March

Mon	1	Introduction to FOI	full day
Tue	2	Principles of Decision-making	full day
Wed	3	Developments for Decision-makers	half day (am)
Thu	4	Public Interest	half day (am)
Thu	4	Personal Information – s41 FOI Act	half day (pm)
Fri	5	Tendering Tips and Tricks	half day (am)
Fri	5	Procurement Tips and Tricks	2 hrs (pm)

15–19 March

Mon	15	Legal Issues in Records Management	full day
Tue	16	Introduction to Civil Litigation Process	half day (am)
Tue	16	Affidavits – Preparation, Use & Pitfalls	half day (pm)
Wed	17	How are Laws Made?	half day (am)
Wed	17	Notices of Decision – s26 FOI Act	half day (pm)
Thu	18	Advice Writing	full day
Fri	19	Responding to Subpoenas	half day (am)
Fri	19	Ombudsman Review	half day (pm)

▶▶ **APRIL**

6–9 April

Tues	6	Introduction to Privacy	full day
Wed	7	Handling Privacy Complaints	full day
Thur	8	Administrative Law	2 days
Fri	9	Administrative Law	

▶▶ **MAY**

3–7 May

Mon	3	GST in the Government Context	2 hrs (am)
Mon	3	Advanced Civil Litigation Process	half day (pm)
Tue	4	Introduction to FOI	full day
Wed	5	FOI – Next Steps	full day
Thu	6	FOI Exemptions	full day
Fri	7	Internal Working Documents – s36 FOI Act	full day

17–21 May

Mon	17	Introduction to FOI	full day
Tue	18	Business Affairs – s43 FOI Act	half day (am)
Tue	18	Confidential Communications – s45 FOI Act	half day (pm)
Wed	19	Law Enforcement and FOI	half day (am)
Wed	19	Procurement Tips and Tricks	2 hrs (pm)
Thu	20	Contract Management	half day (am)
Thu	20	Understanding Legislation	half day (pm)
Fri	21	Introduction to Privacy	full day

▶▶ JUNE

7–11 June

Mon	7	Statutory Interpretation	half day (am)
Mon	7	How are Laws Made?	half day (pm)
Tue	8	Spending Government Money	half day (am)
Tue	8	Delegations and Authorisations	2.5 hrs (pm)
Wed	9	Introduction to Privacy	full day
Thu	10	Privacy – Next Steps	full day
Fri	11	Introduction to FOI	full day

21–25 June

Mon	21	Tendering Tips and Tricks	half day (am)
Mon	21	Scoping – Statement of Requirements	half day (pm)
Tue	22	Personal Information – s41 FOI Act	half day (am)
Tue	22	Public Interest	half day (pm)
Wed	23	Administrative Law	2 days
Thu	24	Administrative Law	
Fri	25	Notices of Decision – s26 FOI Act	half day (am)
Fri	25	Contract Management	half day (pm)

▶▶ JULY

19–23 July

Mon	19	Understanding Legislation	half day (am)
Mon	19	How are Laws Made?	half day (pm)
Tues	20	Advice Writing	full day
Wed	21	Introduction to FOI	full day
Thu	22	FOI Exemptions	full day
Fri	23	Principles of Decision-making	full day

▶▶ AUGUST

2–6 August

Mon	2	Contract Management	half day (am)
Mon	2	Delegations and Authorisations	2.5 hrs (pm)
Tue	3	Administrative Law	2 days
Wed	4	Administrative Law	
Thu	5	Introduction to Privacy	full day
Fri	6	Handling Privacy Complaints	full day

▶▶ SEPTEMBER

13 – 17 September

Mon	13	Scoping – Statement of Requirements	half day (am)
Mon	13	Statutory Interpretation	half day (pm)
Tue	14	Understanding Legislation	half day (am)
Tue	14	Tendering Tips and Tricks	half day (pm)
Wed	15	Advice Writing	full day
Thu	16	Principles of Decision-making	full day
Fri	17	Notices of Decision – s26 FOI Act	half day (am)
Fri	17	Developments for Decision-makers	half day (pm)

▶▶ OCTOBER

11–15 October			
Mon	11	Introduction to FOI	full day
Tue	12	FOI – Next Steps	full day
Wed	13	Introduction to Civil Litigation Process	half day (am)
Wed	13	Advanced Civil Litigation Process	half day (pm)
Thu	14	How are Laws Made?	half day (am)
Thu	14	Law Enforcement and FOI	half day (pm)
Fri	15	Affidavits – Preparation, Use & Pitfalls	half day (am)
Fri	15	Responding to Subpoenas	half day (pm)

25–29 October

Mon	25	Code of Conduct	2 days
Tue	26	Code of Conduct	
Wed	27	Procurement Tips and Tricks	2 hrs (am)
Wed	27	Delegations and Authorisations	2.5 hrs (pm)
Thu	28	Introduction to Privacy	full day
Fri	29	Privacy – Next Steps	full day

Course prices *(including GST)*

Two-day	from \$1,420
One-day	from \$850
Half-day	\$560
Two and a half hours	\$495
Two hours	\$395

For further information on our training, in-house or customised courses, please contact **Di Harvey on T 02 6253 7126** or **Kirstin Hewitt on T 02 6253 7436**, or email cbtraining@ags.gov.au.

Website

For a full review of AGS services, visit www.ags.gov.au

Canberra office

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▶▶ NOVEMBER

8–12 November			
Mon	8	Introduction to FOI	full day
Tue	9	FOI - Next Steps	full day
Wed	10	FOI Exemptions	full day
Thu	11	Public Interest	half day (am)
Thu	11	Personal Information – s41 FOI Act	half day (pm)
Fri	12	Business Affairs – s43 FOI Act	half day (am)
Fri	12	Confidential Communications – s45 FOI Act	half day (pm)

22–26 November

Mon	22	Reg 10 FMA	2 hrs (am)
Mon	22	Contract Management	half day (pm)
Tue	23	Administrative Law	2 days
Wed	24	Administrative Law	
Thu	25	Ombudsman Review	half day (am)
Thu	25	Developments for Decision-makers	half day (pm)
Fri	26	GST in the Government Context	2 hrs (am)
Fri	26	Spending Government Money	half day (pm)

▶▶ DECEMBER

6–10 December			
Mon	6	Advice Writing	full day
Tue	7	Introduction to FOI	full day
Wed	8	Legal Issues in Records Management	full day
Thu	9	Understanding Legislation	half day (am)
Thu	9	Statutory Interpretation	half day (pm)
Fri	10	Internal Working Documents – s36 FOI Act	full day