



▶ Nomination form CANBERRA

NOMINEE *Mr / Ms / Mrs* _____

POSITION _____

AGENCY _____

BRANCH/SECTION _____

Phone _____ Fax _____

Email _____

POSTAL ADDRESS _____

_____ Postcode _____

Special requirements (including special dietary needs/disability) _____

BY INVOICE TO *Mr / Ms / Mrs* _____

BRANCH/SECTION _____

OR BY CREDIT CARD

Card type _____

Number

Card holder's name _____

Expiry date _____

Gross* transaction amount \$ _____

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

Signed _____

Please fax nomination forms to (02) 6253 7333 or send to:
 Client Training Coordinator, Australian Government Solicitor,
 Locked Bag 7246 Canberra Mail Centre ACT 2610
 T 02 6253 7436 ABN 69 405 937 639

IMPORTANT NOTICE – CANCELLATION POLICY: Once a nomination form is received and a confirmation letter is issued, it assures your place on the course of your choice and confirms catering and venue bookings. Unless you advise this office within 24 hours of receipt of the confirmation letter 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.

Please select the course(s) you wish to nominate by marking 'x' in the appropriate box and indicating your preferred course date.

| Course | Date |
|---|------|
| <input type="checkbox"/> Administrative Law | |
| <input type="checkbox"/> Advanced Civil Litigation Process | |
| <input type="checkbox"/> Advice Writing | |
| <input type="checkbox"/> Affidavits – Preparation, Use and Pitfalls | |
| <input type="checkbox"/> Business Affairs – s43 FOI Act | |
| <input type="checkbox"/> CDDA – making it right | |
| <input type="checkbox"/> Code of Conduct | |
| <input type="checkbox"/> Confidential Communications – s45 FOI Act | |
| <input type="checkbox"/> Contract Management | |
| <input type="checkbox"/> Delegations and Authorisations | |
| <input type="checkbox"/> Developments for Decision-makers | |
| <input type="checkbox"/> FOI Exemptions | |
| <input type="checkbox"/> FOI – Next Steps | |
| <input type="checkbox"/> GST in the Government Context | |
| <input type="checkbox"/> Handling Privacy Complaints | |
| <input type="checkbox"/> How are Laws Made? | |
| <input type="checkbox"/> Internal Working Documents – S36 FOI Act | |
| <input type="checkbox"/> Introduction to Civil Litigation Process | |
| <input type="checkbox"/> Introduction to FOI | |
| <input type="checkbox"/> Introduction to Privacy | |
| <input type="checkbox"/> Law Enforcement and FOI | |
| <input type="checkbox"/> Legal Issues in Records Management | |
| <input type="checkbox"/> Notices of Decision – s26 FOI Act | |
| <input type="checkbox"/> Ombudsman Review | |
| <input type="checkbox"/> Personal Information – s41 FOI Act | |
| <input type="checkbox"/> Principles of Decision-making | |
| <input type="checkbox"/> Privacy – Next Steps | |
| <input type="checkbox"/> Procurement Tips and Tricks | |
| <input type="checkbox"/> Public Interest | |
| <input type="checkbox"/> Reg 10 FMA | |
| <input type="checkbox"/> Responding to Subpoenas | |
| <input type="checkbox"/> Scoping – Statement of Requirements | |
| <input type="checkbox"/> Spending Government Money | |
| <input type="checkbox"/> Statutory Interpretation | |
| <input type="checkbox"/> Tendering Tips and Tricks | |
| <input type="checkbox"/> Understanding Legislation | |

Course details (prices include GST)

| Course | Duration | Standard fee |
|--|-----------|--------------|
| Code of Conduct | 2 days | \$2,145 |
| Administrative Law | 2 days | \$1,420 |
| Advice Writing | 1 day | \$990 |
| FOI Exemptions | full day | \$850 |
| FOI – Next Steps | full day | \$850 |
| Handling Privacy Complaints | full day | \$850 |
| Internal Working Documents – s36 FOI Act | full day | \$850 |
| Introduction to FOI | full day | \$850 |
| Introduction to Privacy | full day | \$850 |
| Legal Issues in Records Management | full day | \$850 |
| Principles of Decision-making | full day | \$850 |
| Privacy – Next Steps | full day | \$850 |
| Advanced Civil Litigation Process | half day | \$560 |
| Affidavits – Preparation, Use and Pitfalls | half day | \$560 |
| Business Affairs – s43 FOI Act | half day | \$560 |
| CDDA – making it right | half day | \$560 |
| Confidential Communications – s45 FOI Act | half day | \$560 |
| Contract Management | half day | \$560 |
| Developments for Decision-makers | half day | \$560 |
| How are Laws Made? | half day | \$560 |
| Introduction to Civil Litigation Process | half day | \$560 |
| Law Enforcement and FOI | half day | \$560 |
| Notices of Decision – s26 FOI Act | half day | \$560 |
| Ombudsman Review | half day | \$560 |
| Personal Information – s41 FOI Act | half day | \$560 |
| Public Interest | half day | \$560 |
| Responding to Subpoenas | half day | \$560 |
| Scoping – Statement of Requirements | half day | \$560 |
| Spending Government Money | half day | \$560 |
| Statutory Interpretation | half day | \$560 |
| Tendering Tips and Tricks | half day | \$560 |
| Understanding Legislation | half day | \$560 |
| Delegations and Authorisations | 2.5 hours | \$495 |
| GST in the Government Context | 2 hours | \$395 |
| Procurement Tips and Tricks | 2 hours | \$395 |
| Reg 10 FMA | 2 hours | \$395 |

Discounted fee

The discount of 10% will apply if three or more people from the same agency attend the same course on the same day OR if one person attends three or more courses in the same week of training.

Payment by credit card with registration

If you wish to pay by credit card, please supply relevant details on our nomination form under 'BY CREDIT CARD'. Credit card details will not be processed until after the training event has been run.

Payment by EFT

Payments made by EFT should be accompanied by our invoice and reference numbers and paid to our account number: 092-009 918766 RBA.