



## ▶ 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"/> 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
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.