

# 2010

## AGS Legal training program



### ► Courses CANBERRA

#### Administrative Law *2 days*

<b>FEBRUARY</b>	Monday 1
	Tuesday 2
<b>APRIL</b>	Thursday 8
	Friday 9
<b>JUNE</b>	Wednesday 23
	Thursday 24
<b>AUGUST</b>	Tuesday 3
	Wednesday 4
<b>NOVEMBER</b>	Tuesday 23
	Wednesday 24

#### Code of Conduct *2 days*

<b>OCTOBER</b>	Monday 25
	Tuesday 26

#### Advice Writing *full day*

<b>MARCH</b>	Thursday 18
<b>JULY</b>	Tuesday 20
<b>SEPTEMBER</b>	Wednesday 15
<b>DECEMBER</b>	Monday 6

#### Affidavits – Preparation, Use and Pitfalls *half day*

<b>MARCH</b>	Tuesday 16 (pm)
<b>OCTOBER</b>	Friday 15 (am)

#### Introduction to Civil Litigation Process *half day*

<b>MARCH</b>	Tuesday 16 (am)
<b>OCTOBER</b>	Wednesday 13 (am)

#### Advanced Civil Litigation Process *half day*

<b>MAY</b>	Monday 3 (pm)
<b>OCTOBER</b>	Wednesday 13 (pm)

#### Spending Government Money *half day*

<b>FEBRUARY</b>	Tuesday 16 (am)
<b>JUNE</b>	Tuesday 8 (am)
<b>NOVEMBER</b>	Friday 26 (pm)

#### GST in the Government Context *2 hours*

<b>MAY</b>	Monday 3 (am)
<b>NOVEMBER</b>	Friday 26 (am)

#### Delegations and Authorisations *2.5 hours*

<b>JUNE</b>	Tuesday 8 (pm)
<b>AUGUST</b>	Monday 2 (pm)
<b>OCTOBER</b>	Wednesday 27 (pm)

#### Developments for Decision-makers *half day*

<b>MARCH</b>	Wednesday 3 (am)
<b>SEPTEMBER</b>	Friday 17 (pm)
<b>NOVEMBER</b>	Thursday 25 (pm)

#### Legal Issues in Records Management *full day*

<b>MARCH</b>	Monday 15
<b>DECEMBER</b>	Wednesday 8

#### How are Laws Made? *half day*

<b>MARCH</b>	Wednesday 17 (am)
<b>JUNE</b>	Monday 7 (pm)
<b>JULY</b>	Monday 19 (pm)
<b>OCTOBER</b>	Thursday 14 (am)

#### Ombudsman Review *half day*

<b>MARCH</b>	Friday 19 (pm)
<b>NOVEMBER</b>	Thursday 25 (am)

#### Principles of Decision-making *full day*

<b>MARCH</b>	Tuesday 2
<b>JULY</b>	Friday 23
<b>SEPTEMBER</b>	Thursday 16

#### Responding to Subpoenas *half day*

<b>MARCH</b>	Friday 19 (am)
<b>OCTOBER</b>	Friday 15 (pm)

#### Statutory Interpretation *half day*

<b>FEBRUARY</b>	Monday 15 (am)
<b>JUNE</b>	Monday 7 (am)
<b>SEPTEMBER</b>	Monday 13 (pm)
<b>DECEMBER</b>	Thursday 9 (pm)

#### Understanding Legislation *half day*

<b>FEBRUARY</b>	Monday 15 (pm)
<b>MAY</b>	Thursday 20 (pm)
<b>JULY</b>	Monday 19 (am)
<b>SEPTEMBER</b>	Tuesday 14 (am)
<b>DECEMBER</b>	Thursday 9 (am)

<span style="color: #0070C0;">■</span>	Administrative and Government Law
<span style="color: #00A68A;">■</span>	Freedom of Information
<span style="color: #C00000;">■</span>	Privacy
<span style="color: #92D050;">■</span>	Commercial

### Introduction to FOI

full day

**FEBRUARY** Wednesday 3

**MARCH** Monday 1

**MAY** Tuesday 4

**MAY** Monday 17

**JUNE** Friday 11

**JULY** Wednesday 21

**OCTOBER** Monday 11

**NOVEMBER** Monday 8

**DECEMBER** Tuesday 7

### FOI – Next Steps

full day

**FEBRUARY** Thursday 4

**MAY** Wednesday 5

**OCTOBER** Tuesday 12

**NOVEMBER** Tuesday 9

### FOI Exemptions

full day

**FEBRUARY** Friday 5

**MAY** Thursday 6

**JULY** Thursday 22

**NOVEMBER** Wednesday 10

### Internal Working Documents

– s36 FOI Act full day

**MAY** Friday 7

**DECEMBER** Friday 10

### Public Interest

half day

**MARCH** Thursday 4 (am)

**JUNE** Tuesday 22 (pm)

**NOVEMBER** Thursday 11 (am)

### Personal Information

– s41 FOI Act half day

**MARCH** Thursday 4 (pm)

**JUNE** Tuesday 22 (am)

**NOVEMBER** Thursday 11 (pm)

### Business Affairs – s43 FOI Act

half day

**MAY** Tuesday 18 (am)

**NOVEMBER** Friday 12 (am)

### Confidential Communications

– s45 FOI Act half day

**MAY** Tuesday 18 (pm)

**NOVEMBER** Friday 12 (pm)

### Law Enforcement and FOI

half day

**MAY** Wednesday 19 (am)

**OCTOBER** Thursday 14 (pm)

### Notices of Decision

– s26 FOI Act half day

**MARCH** Wednesday 17 (pm)

**JUNE** Friday 25 (am)

**SEPTEMBER** Friday 17 (am)

### Introduction to Privacy

full day

**FEBRUARY** Wednesday 17

**APRIL** Tuesday 6

**MAY** Friday 21

**JUNE** Wednesday 9

**AUGUST** Thursday 5

**OCTOBER** Thursday 28

### Privacy – Next Steps

full day

**FEBRUARY** Thursday 18

**JUNE** Thursday 10

**OCTOBER** Friday 29

### Handling Privacy Complaints

full day

**APRIL** Wednesday 7

**AUGUST** Friday 6

### Contract Management

half day

**FEBRUARY** Friday 19 (am)

**MAY** Thursday 20 (am)

**JUNE** Friday 25 (pm)

**AUGUST** Monday 2 (am)

**NOVEMBER** Monday 22 (pm)

### Procurement Tips and Tricks

2 hours

**MARCH** Friday 5 (pm)

**MAY** Wednesday 19 (pm)

**OCTOBER** Wednesday 27 (am)

### Reg 10 FMA

2 hours

**FEBRUARY** Friday 19 (pm)

**NOVEMBER** Monday 22 (am)

### Scoping – Statement of Requirements

half day

**FEBRUARY** Tuesday 16 (pm)

**JUNE** Monday 21 (pm)

**SEPTEMBER** Monday 13 (am)

### Tendering Tips and Tricks

half day

**MARCH** Friday 5 (am)

**JUNE** Monday 21 (am)

**SEPTEMBER** Tuesday 14 (pm)

	Administrative and Government Law
	Freedom of Information
	Privacy
	Commercial