



Legal training 2012

All courses are located in Canberra unless otherwise indicated.

ACT FOI exemptions and decision-making *half-day*

JUNE Thursday 7 (pm)

ACT FOI key concepts *half-day*

JUNE Thursday 7 (am)

Acts Interpretation Act changes *1 hour*

NEW

FEBRUARY Thursday 9 (pm)
Wednesday 15 (pm) – **Melb**
Wednesday 29 (am)

MARCH Friday 9 (am)

APRIL Tuesday 10 (pm)

MAY Tuesday 1 (pm) – **Adelaide**

Administrative Law *2 days*

FEBRUARY Monday 27
Tuesday 28

MAY Monday 7
Tuesday 8

JUNE Monday 18
Tuesday 19

AUGUST Wednesday 15
Thursday 16

OCTOBER Monday 15
Tuesday 16

Administrative Law *1 day*

APRIL Monday 30 – **Adelaide**

JUNE Tuesday 26 – **Melbourne**

JULY Tuesday 3 – **Perth**
Tuesday 31 – **Darwin**

AUGUST Tuesday 7 – **Sydney**

Advanced civil litigation process *half-day*

NOVEMBER Tuesday 27 (pm)

Advice Writing *1 day*

FEBRUARY Tuesday 14 – **Melbourne**

MARCH Thursday 29

JUNE Thursday 21

AUGUST Monday 6

OCTOBER Thursday 18

Affidavits – preparation, use and pitfalls *half-day*

FEBRUARY Friday 10 (am)

Amend records under FOI and privacy *half-day*

MAY Tuesday 22 (pm)

AUGUST Tuesday 7 (am)

Archives Act key exemptions *half-day*

DECEMBER Monday 3 (pm)

Cases of distinction *half-day*

APRIL Tuesday 3 (am) – **Brisbane**

JUNE Wednesday 20 (am) – **Hob**

CDDA – Making it right *half-day*

APRIL Wednesday 11 (am)

Code of conduct *2 days*

JUNE Wednesday 27 – **Melb**
Thursday 28

Commonwealth grants *half-day*

NEW

MAY Monday 21 (am)

AUGUST Wednesday 8 (pm)

OCTOBER Tuesday 23 (pm)

Context and construction *half-day*

APRIL Tuesday 3 (pm) – **Brisbane**

JUNE Wednesday 20 (pm) – **Hob**

Contract management *half-day*

MARCH Friday 30 (pm)

Delegations and authorisations *2.5 hours*

FEBRUARY Monday 13 (pm) – **Melb**
Wednesday 29 (am)

MAY Wednesday 2 (am) – **Adel**

JULY Friday 27 (am)

SEPTEMBER Tuesday 11 (am)

Essentials for the government lawyer *3 days*

MARCH Tuesday 6

Wednesday 7

Thursday 8

SEPTEMBER Monday 24

Tuesday 25

Wednesday 26

FOI exemptions *1 day*

FEBRUARY Wednesday 8

MAY Friday 11

OCTOBER Friday 26

FOI – next steps

1 day

FEBRUARY Tuesday 7

MAY Thursday 10

AUGUST Tuesday 14

OCTOBER Thursday 25

FOI pro-active publication scheme

half-day

MARCH Monday 5 (am)

Handling privacy complaints

1 day

JUNE Wednesday 6

DECEMBER Thursday 6

How laws are made

half-day

MARCH Wednesday 28 (am)

JUNE Wednesday 20 (pm)

JULY Thursday 26 (am)

SEPTEMBER Monday 10 (am)

NOVEMBER Wednesday 28 (pm)

Introduction to civil litigation process

half-day

NOVEMBER Tuesday 27 (am)

Introduction to contract law

half-day

MAY Tuesday 22 (am)

JULY Thursday 26 (pm)

OCTOBER Friday 19 (am)

Introduction to FOI

1 day

FEBRUARY Monday 6

MARCH Monday 26

MAY Wednesday 9

JUNE Friday 8

AUGUST Monday 13

SEPTEMBER Friday 14

OCTOBER Wednesday 24

Introduction to FOI

half-day

FEBRUARY Monday 13 (am) – **Melb**

APRIL Monday 2 (am) – **Brisbane**

Introduction to privacy

1 day

MARCH Thursday 1

JUNE Monday 4

SEPTEMBER Wednesday 12

DECEMBER Tuesday 4

Law enforcement and FOI

half-day

MARCH Monday 5 (pm)

National information law conference

3 days

NOVEMBER Wednesday 14

Thursday 15

Friday 16

Notices of decision

– s 26 FOI Act half-day

AUGUST Friday 17 (pm)

Personal privacy

– s 47F FOI Act half-day

APRIL Wednesday 11 (pm)

SEPTEMBER Monday 10 (pm)

Principles of decision-making

1 day

APRIL Thursday 12

JULY Monday 23

OCTOBER Wednesday 17

Privacy – next steps

1 day

MARCH Friday 2

JUNE Tuesday 5

SEPTEMBER Thursday 13

DECEMBER Wednesday 5

Procedural fairness – principles and practicalities

half-day

MARCH Tuesday 27 (am)

AUGUST Wednesday 8 (am)

NOVEMBER Monday 26 (am)

Procurement tips and tricks

2 hours

AUGUST Friday 17 (am)

Public Interest

half-day

APRIL Tuesday 10 (am)

NOVEMBER Wednesday 28 (am)

Reg 10 FMA

2 hours

JULY Wednesday 25 (pm)

Responding to subpoenas

half-day

MAY Monday 21 (pm)

Scoping – statement of requirements

half-day

MARCH Wednesday 28 (pm)

Spending government money

half-day

APRIL Monday 2 (pm) – **Brisbane**

Statutory Interpretation

half-day

FEBRUARY Thursday 9 (am)

MARCH Friday 30 (am)

MAY Tuesday 1 (am) – **Adelaide**

Wednesday 23 (pm)

JUNE Wednesday 20 (am)

Monday 25 (pm) – **Melb**

JULY Thursday 5 (am) – **Perth**

AUGUST Thursday 9 (am) – **Sydney**

OCTOBER Friday 19 (pm)

Understanding legislation

half-day

FEBRUARY Wednesday 15 (am) – **Melb**

Wednesday 29 (pm)

MAY Wednesday 2 (pm) – **Adel**

Thursday 24 (am)

JULY Wednesday 4 (am) – **Perth**

Monday 30 (pm) – **Darwin**

AUGUST Wednesday 8 (pm) – **Syd**

SEPTEMBER Tuesday 11 (pm)

DECEMBER Monday 3 (am)

NEW

NEW

**Work Health and Safety laws –
an introduction** *1 hour*

NEW

FEBRUARY	Thursday 9 (am)
	Monday 20 (am) – Sydney
	Wednesday 22 (am) – Brisbane
	Monday 27 (am) – Adelaide
MARCH	Thursday 1 (am)
	Wednesday 7 (am) – Perth
	Wednesday 14 (am)
	Monday 19 (am) – Melbourne

**Work Health and Safety laws –
duties of officers** *1 hour*

NEW

FEBRUARY	Thursday 9 (am)
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	Wednesday 22 (am) – Brisbane
	Monday 27 (am) – Adelaide
MARCH	Wednesday 7 (am) – Perth
	Wednesday 14 (am)
	Monday 19 (am) – Melbourne

**Work Health and Safety laws for
HR managers** *2 hours*

NEW

FEBRUARY	Friday 10 (am)
	Tuesday 21 (am) – Sydney
	Wednesday 22 (pm) – Brisbane
	Tuesday 28 (am) – Adelaide
MARCH	Thursday 8 (am) – Perth
	Thursday 15 (am)
	Tuesday 20 (am) – Melbourne

**Work Health and Safety laws for
procurement managers** *2 hours*

NEW

FEBRUARY	Friday 10 (pm)
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	Tuesday 21 (pm) – Sydney
	Tuesday 28 (pm)
MARCH	Thursday 8 (pm) – Perth
	Thursday 15 (pm)
	Tuesday 20 (pm) – Melbourne