



## Legal training 2012

*AGS offers a wide range of courses in administrative law, freedom of information, privacy, employment law, statutory interpretation, advice writing, contracts and contract management 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.*

Our presenters are all AGS lawyers who are subject matter experts in the subjects they teach. 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.

Our courses also attract CLE/CPD points.

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

### **Website**

For a full review of AGS services, visit [www.ags.gov.au](http://www.ags.gov.au)

### **Canberra office**

50 Blackall St Barton ACT 2600

### **Contents**

Canberra-based training courses *pages 2–3*  
Training courses based in Sydney, Melbourne, Adelaide, Brisbane, Perth, Darwin and Hobart *page 4*

# CANBERRA

## ►► FEBRUARY

Mon	6	Introduction to FOI (1 day)	
Tue	7	FOI next steps (1 day)	
Wed	8	FOI exemptions (1 day)	
Thu	9	Statutory interpretation (am)	
<b>NEW</b>	Thu	9	Acts Interpretation Act Changes (pm) (1 hr)
	Fri	10	Affidavits – preparation, use and pitfalls (am)
Mon	27	Administrative law (2 days)	
Tue	28		
<b>NEW</b>	Wed	29	Acts Interpretation Act changes (am) (1 hr)
	Wed	29	Delegations and authorisations (am) (2.5 hrs)
	Wed	29	Understanding legislation (pm)

## ►► MARCH

Thu	1	Introduction to privacy (1 day)	
Fri	2	Privacy next steps (1 day)	
Mon	5	FOI proactive publication scheme (am)	
Mon	5	Law enforcement and FOI (pm)	
Tue	6	Essentials for the government lawyer (3 days)	
Wed	7		
Thu	8		
<b>NEW</b>	Fri	9	Acts Interpretation Act changes (am) (1 hr)
Mon	26	Introduction to FOI (1 day)	
<b>NEW</b>	Tue	27	Procedural fairness – principles and practicalities (am)
	Wed	28	How laws are made (am)
	Wed	28	Scoping – statement of requirements (pm)
	Thu	29	Advice writing (1 day)
	Fri	30	Statutory interpretation (am)
	Fri	30	Contract management (pm)

## ►► APRIL

Tue	10	Public interest (am)
Tue	10	Acts Interpretation Act Changes (pm) (1 hr)
Wed	11	CDDA – making it right (am)
Wed	11	Personal privacy – s 47F FOI Act (pm)
Thur	12	Principles of decision-making (1 day)

## ►► MAY

Mon	7	Administrative law (2 days)	
Tue	8		
Wed	9	Introduction to FOI (1 day)	
Thu	10	FOI next steps (1 day)	
Fri	11	FOI exemptions (1 day)	
<b>NEW</b>	Mon	21	Commonwealth grants (am)
	Mon	21	Responding to subpoenas (pm)
<b>NEW</b>	Tue	22	Introduction to contract law (am)
	Tue	22	Amend records under FOI and privacy (pm)
	Wed	23	Statutory interpretation (pm)
	Thur	24	Understanding legislation (am)

## ►► JUNE

Mon	4	Introduction to privacy (1 day)	
Tue	5	Privacy next steps (1 day)	
Wed	6	Handling privacy complaints (1 day)	
Thu	7	ACT FOI key concepts (am)	
Thu	7	ACT FOI exemptions and decision-making (pm)	
Fri	8	Introduction to FOI (1 day)	
Mon	18	Administrative law (2 days)	
Tue	19		
Wed	20	Statutory interpretation (am)	
Wed	20	How laws are made (pm)	
Thu	21	Advice writing (1 day)	

## Course prices

(including GST)

CPD points

3 day	\$2,250	18 points
2 day	\$1,500	12 points
1 day	\$890	6 points
Half-day	\$580	3 points
2.5 hours	\$495	2 points
2 hours	\$395	2 points
1 hour	\$295	1 point

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](mailto:cbtraining@ags.gov.au).

## ▶▶ JULY

Mon	23	Principles of decision-making (1 day)
Wed	25	Understanding legislation (am)
Wed	25	Reg 10 FMA (pm) (2 hrs)
Thu	26	How laws are made (am)
<b>NEW</b>	Thu	26 Introduction to contract law (pm)
	Fri	27 Delegations and authorisations (am)

## ▶▶ AUGUST

Mon	6	Advice writing (1 day)
Tue	7	Amend records under FOI and privacy (am)
<b>NEW</b>	Wed	8 Procedural fairness – principles and practicalities (am)
<b>NEW</b>	Wed	8 Commonwealth grants (pm)
Mon	13	Introduction to FOI (1 day)
Tue	14	FOI next steps (1 day)
Wed	15	Administrative law (2 days)
Thur	16	
Fri	17	Procurement tips and tricks (am) (2 hrs)
Fri	17	Notices of decision – s 26 FOI Act (pm)

## ▶▶ SEPTEMBER

Mon	10	How laws are made (am)
Mon	10	Personal privacy – s 47F FOI Act (pm)
Tue	11	Delegations and authorisations (am) (2.5 hrs)
Tue	11	Understanding legislation (pm)
Wed	12	Introduction to privacy (1 day)
Thur	13	Privacy next steps (1 day)
Fri	14	Introduction to FOI (1 day)
Mon	24	Essentials for the government lawyer (3 days)
Tue	25	
Wed	26	

## ▶▶ OCTOBER

Mon	15	Administrative law (2 days)
Tue	16	
Wed	17	Principles of decision-making (1 day)
Thu	18	Advice writing (1 day)
<b>NEW</b>	Fri	19 Introduction to contract law (am)
	Fri	19 Statutory interpretation (pm)
<b>NEW</b>	Tue	23 Commonwealth grants (pm)
	Wed	24 Introduction to FOI (1 day)
	Thu	25 FOI next steps (1 day)
	Fri	26 FOI exemptions (1 day)

## ▶▶ NOVEMBER

Wed	14	National Information Law Conference <i>Price TBA</i>
Thu	15	
Fri	16	
<b>NEW</b>	Mon	26 Procedural fairness – principles and practicalities (am)
	Tue	27 Introduction to the civil litigation process (am)
	Tue	27 Advanced civil litigation process (pm)
	Wed	28 Public interest (am)
	Wed	28 How laws are made (pm)

## ▶▶ DECEMBER

Mon	3	Understanding legislation (am)
Mon	3	Archives Act key exemptions (pm)
Tues	4	Introduction to privacy (1 day)
Wed	5	Privacy next steps (1 day)
Thur	6	Handling privacy complaints (1 day)

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## MELBOURNE

### ► FEBRUARY

	Mon	13	Introduction to FOI (am)
	Mon	13	Delegations and authorisations (pm) (2.5 hrs)
	Tue	14	Advice writing (1 day)
	Wed	15	Understanding legislation (am)
<b>NEW</b>	Wed	15	Acts Interpretation Act changes (pm) (1 hr)

### ► JUNE

	Mon	25	Understanding legislation (pm)
	Tue	26	Administrative law (1 day)
	Wed	27	Code of conduct (2 days)
	Thu	28	

## BRISBANE

### ► APRIL

	Mon	2	Introduction to FOI (am)
	Mon	2	Spending government money (pm)
	Tue	3	Cases of distinction (am)
	Tue	3	Context and construction (pm)

## ADELAIDE

### ► APRIL

	Mon	30	Administrative law (1 day)
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### ► MAY

	Tue	1	Statutory interpretation (am)
<b>NEW</b>	Tue	1	Acts Interpretation Act changes (pm)
	Wed	2	Delegations and authorisations (am) (2.5 hrs)
	Wed	2	Understanding legislation (pm)

## HOBART

### ► JUNE

	Wed	20	Cases of distinction (am)
	Wed	20	Context and construction (pm)

## PERTH

### ► JULY

	Tue	3	Administrative law (1 day)
	Wed	4	Understanding legislation (am)
	Thur	5	Statutory interpretation (am)

## DARWIN

### ► JULY

	Mon	30	Understanding legislation (pm)
	Tue	31	Administrative law (1 day)

## SYDNEY

### ► AUGUST

	Tue	7	Administrative law (1 day)
	Wed	8	Understanding legislation (pm)
	Thur	9	Statutory interpretation (am)

## Course prices

(including GST)

### CPD points

3 day	\$2,250	18 points
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