



AGS LEGAL TRAINING PROGRAM 2012

**Nomination form**

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 Payment by EFT – see over.**

Card type \_\_\_\_\_

Number

Card holder's name \_\_\_\_\_

Expiry date \_\_\_\_\_

Gross\* transaction amount \$ \_\_\_\_\_

\* If your agency qualifies for a discount (see over for details of 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 email [cbrtraining@ags.gov.au](mailto:cbrtraining@ags.gov.au).**  
 For further information contact **Di Harvey** on T 02 6253 7126 or  
**Kirstin Hewitt** on T 02 6253 7436. ABN 69 405 937 639

*Our courses also attract CLE/CPD points.*

**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
ACT FOI exemptions and decision-making	
ACT FOI key concepts	
Acts Interpretation Act changes	
Administrative law 1 day	
Administrative law 2 days	
Advanced civil litigation process	
Advice writing	
Affidavits – preparation, use and pitfalls	
Amend records under FOI and privacy	
Archives Act key exemptions	
Cases of distinction	
CDDA – making it right	
Code of conduct	
Commonwealth grants	
Context and construction	
Contract management	
Delegations and authorisations	
Essentials for the government lawyer	
FOI exemptions	
FOI next steps	
FOI proactive publication scheme	
Handling privacy complaints	
How laws are made	
Introduction to the civil litigation process	
Introduction to contract law	
Introduction to FOI 1 day	
Introduction to FOI Half day	
Introduction to privacy	
Law enforcement and FOI	
National Information Law Conference	
Notices of decision – s 26 FOI Act	
Personal privacy – s 47F FOI Act	
Principles of decision-making	
Privacy – next steps	
Procedural fairness – principles and practicalities	
Procurement tips and tricks	
Public interest	
Reg 10 FMA	
Responding to subpoenas	
Scoping – statement of requirements	
Spending government money	
Statutory interpretation	
Understanding legislation	
Work Health and Safety – introduction to laws	
Work Health and Safety – introduction to laws for officers	
Work Health and Safety laws in the HR context	
Work Health and Safety laws in the procurement context	

Course details (prices include GST)

Course	Duration	Standard fee	Discounted fee
ACT FOI exemptions and decision-making	half-day	580	522
ACT FOI key concepts	half-day	580	522
Acts Interpretation Act changes	1 hour	295	265.50
Administrative law	1 day	890	801
Administrative law	2 days	1,500	1,350
Advanced civil litigation process	half-day	580	522
Advice writing	1 day	890	801
Affidavits – preparation, use and pitfalls	half-day	580	522
Amend records under FOI and privacy	half-day	580	522
Archives Act key exemptions	half-day	580	522
Cases of distinction	half-day	195	175.50
CDDA – making it right	half-day	580	522
Code of conduct	2 days	1,945	1,750.50
<b>NEW</b> Commonwealth grants	half-day	580	522
Context and construction	half-day	195	175.50
Contract management	half-day	580	522
Delegations and authorisations	2.5 hours	495	445.50
Essentials for the government lawyer	3 days	2,250	2,025
FOI exemptions	1 day	890	801
FOI next steps	1 day	890	801
FOI proactive publication scheme	half-day	580	522
Handling privacy complaints	1 day	890	801
How laws are made	half-day	580	522
Introduction to the civil litigation process	half-day	580	522
<b>NEW</b> Introduction to contract law	half-day	580	522
Introduction to FOI	1 day	890	801
Introduction to FOI	half-day	580	522
Introduction to privacy	1 day	890	801
Law enforcement and FOI	half-day	580	522
National Information Law Conference	3 days	TBA	TBA
Notices of decision – s 26 FOI Act	half-day	580	522
Personal privacy – s 47F FOI Act	half-day	580	522
Principles of decision-making	1 day	890	801
Privacy – next steps	1 day	890	801
<b>NEW</b> Procedural fairness – principles and practicalities	half-day	580	522
Procurement tips and tricks	2 hours	395	355.50
Public interest	half-day	580	522
Reg 10 FMA	2 hours	395	355.50
Responding to subpoenas	half-day	580	522
Scoping – statement and requirements	half-day	580	522
Spending government money	half-day	580	522
Statutory interpretation	half-day	580	522
Understanding legislation	half-day	580	522
<b>NEW</b> Work Health and Safety – introduction to laws	1 hour	295	265.50
<b>NEW</b> Work Health and Safety – introduction to laws for officers	1 hour	295	265.50
<b>NEW</b> Work Health and Safety laws in the HR context	2 hours	395	355.50
<b>NEW</b> Work Health and Safety laws in the procurement context	2 hours	395	355.50

**Discounted fee**

The discount of 10% will apply if 3 or more people from the same agency attend the same course on the same day OR if 1 person attends 3 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.

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