



2010

AGS Legal training program

ADMINISTRATIVE LAW ADVANCED MODULE

Legal Issues in Records Management

Target group

Officers of all levels who are responsible for handling agency records and requests for agency-held information or need to be aware, in the course of their duties, of the relevant legislative and other obligations applying to records management and information access in the public sector. Officers wanting a refresher course on these issues will also benefit from attendance.

Course outline

The course is intended to provide participants with an overview of the following:

- the operation of the *Freedom of Information Act 1982*, *Privacy Act 1988* and *Archives Act 1983*
- the guidelines and standards for Commonwealth record-keeping issued by the National Archives of Australia
- the purpose and operation of secrecy provisions in Commonwealth legislation
- the law of confidentiality
- production of documents to courts and tribunals under subpoena and summons
- the law of discovery.

At each stage of the course, syndicate exercises are used to involve participants in the actual handling of various types of requests for information. A substantial reference manual with copies of the legislation and guidance on procedures will be provided.

Objectives

At the conclusion of the course, participants will have a working knowledge of the processes to be adopted when handling requests for government-held information and the legal obligations which apply when such a request is received. Participants will also have a general understanding of the records-management standards which apply across the public sector.

Presenters

Our presenters are AGS lawyers who have a great depth of knowledge of the government environment, and who practise extensively in the areas of information access and administrative law.

Duration

This is a full-day course commencing at 9 am and concluding at 4.30 pm. Morning tea, lunch and afternoon tea will be provided.

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Cost

Standard fee – \$850.00 (inclusive of GST) per person.

If three or more people from one agency attend the same course on the same day **or** if one person attends three or more courses in the same week of training – \$765.00 (inclusive of GST) per person.

No more than 20 people will be accepted on each course, and courses will only be conducted if we receive sufficient nominations.

For further information on our calendar 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 **cbrtraining@ags.gov.au**.

Website

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visit www.ags.gov.au