



2010

AGS Legal training program

ADMINISTRATIVE LAW ADVANCED MODULE

Responding to Subpoenas

Target group

Public sector officers with responsibility for identifying and collating agency documents for production to courts and tribunals in response to subpoenas and summonses received. Public sector officers with decision-making and other responsibilities which require them to give evidence in courts and tribunals.

Course outline

In this course, we examine various matters relating to the production of documents or the giving of evidence to a court or tribunal, following receipt of a subpoena or summons. These include:

- the formal requirements for a valid subpoena or summons
- the procedure for responding to the subpoena or summons
- the grounds upon which an application may be made to have the subpoena or summons set aside (including public interest privilege and legal professional privilege)
- the formal procedures relating to oral evidence being given in a court or tribunal.

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 half-day course, either 9 am to 12.30 pm or 1.30 pm to 5 pm. The calendar indicates when sessions are being offered by either 'am' or 'pm'. Morning/afternoon tea will be provided.

Cost

Standard fee – \$560.00 (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 – \$504.00 (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.

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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*