



February 2012 courses – Canberra

Please select the course(s) you wish to nominate by marking 'x' in the appropriate box.

NAME Mr/Ms/Mrs

POSITION _____

AGENCY/BRANCH/SECTION _____

POSTAL ADDRESS _____

Phone _____ Fax _____

Email _____

BY INVOICE TO Mr/Ms/Mrs

BRANCH/SECTION _____

POSTAL ADDRESS _____

SPECIAL REQUIREMENTS *(including special dietary needs/disability)* _____

OR BY CREDIT CARD

Card type _____

Number

Card holder's name _____

Expiry date _____

Gross transaction amount \$ _____

* If your agency qualifies for a discount (see Discounted fee), then the actual amount charged to the credit card detailed may be less than the gross amount indicated.

Cardholder's signature _____

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 all 3 training sessions scheduled.

- Introduction to FOI**
Monday 6 February
\$890 (GST inclusive)
- FOI next steps**
Tuesday 7 February
\$890 (GST inclusive)
- FOI exemptions**
Wednesday 8 February
\$890 (GST inclusive)
- Statutory interpretation for lawyers**
Thursday 9 February (am)
\$580 (GST inclusive)
- Acts Interpretation Act changes**
Thursday 9 February (pm)
\$295 (GST inclusive)
- Affidavits – preparation, use and pitfalls**
Friday 10 February (am)
\$580 (GST inclusive)
- Administrative law**
Monday 27/Tuesday 28 February
\$1500 (GST inclusive)
- Acts Interpretation Act changes**
Wednesday 29 February (am)
\$295 (GST inclusive)
- Delegations and authorisations**
Wednesday 29 February 2.5 hrs (am)
\$495 (GST inclusive)
- Understanding legislation**
Wednesday 29 February (pm)
\$580 (GST inclusive)

Please fax this form to **02 6253 7333**.
For more information please contact
Di Harvey on T 02 6253 7126
or **Kirstin Hewitt on T 02 6253 7436** or
E cbctraining@ags.gov.au.

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.

IMPORTANT NOTICE

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.

ABN 69 405 937 639