



MELBOURNE

Training in February 2012

▶ Introduction to FOI

13 February 2012 (9 am – 12.30 pm)

This course is a must for new or recently appointed FOI coordinators or contact officers and others whose duties deal with FOI requests. It is also recommended for those who just need to be aware of FOI or need a refresher on the FOI principles. During the half-day module participants will gain a general understanding of the application of the FOI Act and the operation of the exemptions. Interactive exercises will be used to provide practical experience in handling requests and the application and use of exemption provisions. Topics covered include the basic processes and procedures for dealing with FOI requests, the exemption provisions with emphasis on the more generally used exemptions, the publication regime and the role of the Office of the Australian Information Commissioner.

Cost \$580 (GST inclusive) – morning tea provided

▶ Delegations and authorisations (2.5 hours)

13 February 2012 (1.30 – 4 pm)

The administration of delegations and authorisations by government agencies is crucial to the effective business of government. This course covers the legal basis for the devolution of power, the difference between delegations and authorisations, and when a delegation or authorisation can be made. The course has been designed for participants who require an in-depth understanding of when and how delegations and authorisations can be made and uses a variety of examples and exercises to illustrate key concepts.

Cost \$495 (GST inclusive) – afternoon tea provided

PRESENTERS

Our presenters are experienced AGS lawyers who have a great depth of knowledge on the government environment and in their field of expertise.

**VENUE AGS Melbourne
Level 21, 200 Queen Street**

DISCOUNTED FEES

These are available if 3 people from the same agency attend the same course or if 1 person attends 3 courses in the same week of training.

FURTHER INFORMATION

Di Harvey T 02 6253 7126
Kirstin Hewitt T 02 6253 7436 or
Natalie Makras T 03 9242 1448
or email cbtraining@ags.gov.au

TO REGISTER

Please fax this form to
02 6253 7333 or email to
cbtraining@ags.gov.au
by Wednesday 1 February 2012.



▶ **Advice writing**

14 February 2012 (9 am – 4.30 pm)

A full-day course focusing on the principles and skills essential to providing excellent legal advice. It concentrates on legal writing rather than skills such as legal analysis, statutory interpretation or legal research. It is designed for government lawyers who are new or relatively new to writing legal advice. Non-lawyers may also find the course useful in terms of understanding the process of advising government clients and what to expect of their legal service providers. The course covers the purposes of a written legal advice, the characteristics of a good legal advice, how to plan and structure a legal advice on any subject matter, the basic principles of advice writing and the supervision of lawyers undertaking advice.

Cost \$890 (GST inclusive) – full-day catering provided

▶ **Understanding legislation**

15 February 2012 (9 am – 12.30 pm)

A half-day course designed for participants who do not have legal training. It provides an introduction to a range of legal concepts relevant to everyone whose job requires them to understand legislation. It will cover an introduction to sources of law including the common law, the Constitution and legislation and an explanation of the usual structure of legislation and terminology used in statutory interpretation. Key components of the course are sessions on the principles of statutory interpretation and the role and key features of the *Acts Interpretation Act 1901*. A variety of exercises are used to illustrate key concepts. Participants will gain a working understanding of the key issues in interpretation, how to approach the task of interpreting Commonwealth legislation and when legal advice may be required.

Cost \$580 (GST inclusive) – morning tea provided

▶ **Acts Interpretation Act changes**

15 February 2012 (1.30 – 2.30 pm)

On 27 December 2011 significant amendments to the *Acts Interpretation Act 1901* came into effect. This course is designed to canvass these amendments so that participants are aware of the critical changes for the purpose of interpreting legislation they administer. Some practical exercises highlighting the changes will be conducted.

Cost \$295 (GST inclusive)



February courses – Melbourne

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

A 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.

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15 February 2012 (1.30 – 2.30 pm)
\$295 (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 **Natalie Makras on T 03 9242 1448** or **E cbrtraining@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