



Legal training

FEBRUARY – JUNE

2018



City	Day	Date	Duration	Time	Topic
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FEBRUARY

Canberra	Tues	13	2 hours	am	The new ACT FOI Act (for ACT Government officers)
Canberra	Tues	13	1/2 day	pm	Affidavits – preparation, use and pitfalls
Melbourne	Tues/ Wed	13–14	2 days		How to run a code of conduct investigation
Canberra	Wed	14	2 hours	am	The new ACT FOI Act (for ACT Government officers)
Canberra	Wed	14	3 hours	pm	Delegations and authorisations
Canberra	Thur	15	1/2 day	am	Statement of reasons
Canberra	Thur	15	2.5 hours	pm	Legislative instruments – what you need to know
Brisbane	Thur	15	1 day		Introduction to privacy
Canberra	Tues	20	1.5 hours	am	Tough conversations about poor performance
Brisbane	Wed	21	1/2 day	am	FOI exemptions and decision-making
Canberra	Wed	21	1/2 day	am	Masterclass privacy and employment
Canberra	Thur	22	1/2 day	am	Statutory interpretation
Canberra	Thur	22	1/2 day	pm	Responding to subpoenas
Canberra	Tues/ Wed	27–28	2 days		Administrative law

MARCH

Sydney	Thur	1	1/2 day	am	PID Act for Authorised Officers
Canberra	Thur	1	3 hours	am	Procurement tips and tricks
Canberra	Thur	1	2 hours	pm	Contract management
Canberra	Tues	6	1/2 day	am	Constitutional issues in program design
Sydney	Tues	6	1 day		Introduction to FOI
Sydney	Wed	7	1 day		FOI next steps
Sydney	Thur	8	1 day		FOI exemptions
Melbourne	Thur	8	1 day		Introduction to FOI
Melbourne	Thur	8	1 day		How to undertake a review of action
Canberra	Thur	8	1/2 day	am	Understanding legislation
Canberra	Tues	13	1 day		Introduction to FOI
Canberra	Wed	14	1 day		FOI next steps
Canberra	Thur	15	1 day		FOI exemptions
Melbourne	Thur	15	1 day		Introduction to privacy
Canberra	Tues	20	1/2 day	am	Advice writing
Adelaide	Tues	20	1 day		Introduction to FOI
Canberra	Wed	21	1/2 day	am	Masterclass privacy and employment
Canberra	Wed	21	1.5 hours	pm	Managing persistent complainants
Canberra	Thur	22	1/2 day	am	PID Act for Authorised Officers
Melbourne	Thur	22	1 day		FOI exemptions
Brisbane	Thur	22	1 day		Introduction to privacy
Canberra	Tues/ Wed	27–28	2 days		How to run a code of conduct investigation
Melbourne	Wed	28	1 day		Code of Conduct – applying sanctions

AGS offers a wide range of courses in administrative law, freedom of information, privacy, employment law, statutory interpretation, advice-writing, contracts and contract management and other topics relevant to government law. These sessions are designed to assist government employees in acquiring the legal knowledge and skills they need to do their jobs efficiently.

Our presenters are all AGS lawyers who are subject matter experts in the subjects they teach. AGS training sessions are full of interactive exercises, examples and challenging discussion, and always draw on the valuable experience participants themselves bring along. Participants will leave an AGS course with new knowledge, valuable insight and a fresh perspective.

Participants are provided with comprehensive and up-to-date course material which can be used in the workplace as a handy reference tool.

Our courses also attract CLE/CPD points.

AGS can deliver our standard course modules 'in-house' or we can tailor these and other presentations to suit your agency's needs.

Course prices (including GST)	CPD points
1 hour	\$100 1
1.5 hours	\$200 1
2 hours	\$300 2
2.5 hours	\$400 2
3 hours	\$500 2.5
1/2 day	\$600 3
1 day	\$920 6
2 day (Admin law)	\$1,550 12
2 day (Code of conduct)	\$2,000 12
3 day (Essentials for government lawyers)	\$2,000 18



City | Day | Date | Duration | Time | Topic

APRIL

Canberra	Tues	3	1/2 day	am	Resolving privacy complaints
Canberra	Tues	3	1/2 day	pm	How laws are made
Canberra	Wed/ Thur	4-5	2 days		Legal issues in records management for investigators and regulators
Canberra	Tues	10	1 day		Principles of decision-making
Sydney	Tues	10	1 day		Introduction to privacy
Sydney	Wed	11	1/2 day	am	Privacy APP intensive
Canberra	Wed	11	1 day		Appearing in the Fair Work Commission
Adelaide	Wed	11	1 day		FOI next steps
Canberra	Thur	12	1/2 day	am	Responding to subpoenas
Melbourne	Wed	18	1/2 day	am	Responding to subpoenas
Melbourne	Thur	19	1 day		FOI next steps

MAY

Canberra	Tues	1	3 hours	am	Delegations & authorisations
Canberra	Wed	2	Day 1 of 3		Essentials for the government lawyers
Canberra	Thur	3	1/2 day	am	Alternative dispute resolution
Canberra	Tues	8	1 day		Principles of decision-making
Canberra	Wed	9	Day 2 of 3		Essentials for the government lawyers
Brisbane	Thur	10	1 day		Administrative law
Canberra	Wed	16	Day 3 of 3		Essentials for the government lawyers
Canberra	Thur	17	1/2 day	am	Responding to subpoenas
Canberra	Tues	22	1/2 day	am	Statutory Interpretation
Canberra	Tues	22	1.5 hours	pm	Tough conversations about poor performance
Melbourne	Tues	22	1/2 day	am	Statutory Interpretation
Sydney	Wed	23	1 day		Introduction to privacy
Canberra	Wed	23	1/2 day	am	Masterclass privacy and employment

JUNE

Canberra	Tues/ Wed	5-6	2 days		Administrative law
Brisbane	Thur	7	1/2 day	am	Privacy APP Intensive
Canberra	Thur	7	1/2 day	am	Advice writing
Canberra	Tues/ Wed	12-13	2 days		How to run a code of conduct investigation
Melbourne	Thur	14	1/2 day	am	PID Act for Authorised Officers
Canberra	Tues	19	1 day		Appearing in the Fair Work Commission
Canberra	Wed	20	1 day		Handling privacy complaints
Sydney	Thur	21	1/2 day	am	PID Act for Authorised Officers
Canberra	Thur	21	1/2 day	am	Constitutional issues in program design
Canberra	Tues	26	1 day		Introduction to FOI
Canberra	Wed	27	1 day		FOI next steps
Canberra	Thur	28	1 day		FOI exemptions
Melbourne	Thur	28	1/2 day	am	Privacy APP Intensive

Course prices (including GST)		CPD points
1 hour	\$100	1
1.5 hours	\$200	1
2 hours	\$300	2
2.5 hours	\$400	2
3 hours	\$500	2.5
1/2 day	\$600	3
1 day	\$920	6
2 day (Admin law)	\$1,550	12
2 day (Code of conduct)	\$2,000	12
3 day (Essentials for government lawyers)	\$2,000	18

For further information on our training, in-house or customised courses, please contact:

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