

Legal training FEBRUARY – JUNE 2019

Canberra Melbourne Sydney Adelaide Brisbane Perth

City | Day and date | Duration | Time | Topic

FEBRUARY

Canberra	Tues 12	1 day	9 am – 4.30 pm	Introduction to FOI
Melbourne	Wed 13	1 day	9 am – 4.30 pm	Introduction to privacy
Canberra	Thur 14	1/2 day	9 am – 12.30pm	Statutory interpretation
Canberra	Tues 19	1 day	9 am – 4.30 pm	FOI next steps
Canberra	Wed 20	1/2 day	9 am – 12.30 pm	Delegations & authorisations
Melbourne	Wed 20	1.5 hours	9 – 10.30 am	Tough conversations about poor performance
Sydney	Thur 21	1/2 day	9 am – 12.30 pm	PID Act for Authorised Officers
Brisbane	Thur 21	2 hours	8 – 10 am	APP intensive
Canberra	Tues 26	3 hours	9 am – 12 pm	Procurement tips & tricks
Canberra	Wed 27	1/2 day	9 am – 12.30 pm	PID Act for Authorised Officers
Adelaide	Wed 27	1 day	9 am – 4.30 pm	Introduction to FOI

MARCH

Sydney	Thur 7	1 day	9 am – 4.30 pm	Introduction to FOI
Perth	Tues 12	1 day	9 am – 4.30 pm	Introduction to FOI
Melbourne	Wed 13–Thur 14	2 days	9 am – 4.30 pm	How to run a code of conduct investigation
Canberra	Tues 19	1 day	9 am – 4.30 pm	FOI exemptions
Canberra	Wed 20	1/2 day	9 am – 12.30 pm	Advice writing
Canberra	Thur 21	1/2 day	9 am – 12.30 pm	Understanding legislation
Canberra	Tues 26	1.5 hours	9 – 10.30 am	Tough conversations about poor performance
Adelaide	Tues 26	1 day	9 am – 4.30 pm	Introduction to privacy
Canberra	Wed 27–Thur 28	2 days	9 am – 4.30 pm	Administrative law

APRIL

Melbourne	Tues 2	1 day	9 am – 4.30 pm	Introduction to FOI
Canberra	Wed 3	1 day	9 am – 4.30 pm	Introduction to privacy
Canberra	Thur 4	1/2 day	9 am – 12.30 pm	Statutory interpretation
Sydney	Tues 9	1 day	9 am – 4.30 pm	FOI next steps
Canberra	Wed 10	1/2 day	1.30 – 5 pm	Constitutional issues in programme design
Canberra	Thur 11	3 hours	9 am – 12 pm	Contract management
Canberra	Tues 30	1 day	9 am – 4.30 pm	Practical Privacy

MAY

Melbourne	Thur 2	1/2 day	9 am – 12.30 pm	PID Act for Authorised Officers
Perth	Tues 7	1 day	9 am – 4.30 pm	Introduction to privacy
Canberra	Wed 8	2.5 hours	1.30 – 4 pm	Legislative instruments – what you need to know
Canberra	Thur 9	1/2 day	9 am – 12.30 pm	Responding to subpoenas
Canberra	Tues 14–Wed 15	2 days	9 am – 4.30 pm	How to run a code of conduct investigation
Melbourne	Tues 21	1 day	9 am – 4.30 pm	Code of Conduct – applying sanctions
Canberra	Wed 22–Thur 23	2 days	9 am – 4.30 pm	Administrative law
Canberra	Wed 29	1/2 day	1.30 – 5 pm	How laws are made
Sydney	Thur 30	1 day	9 am – 4.30 pm	FOI exemptions

JUNE

Canberra	Tue 4	1 day	9 am – 4.30 pm	Principles of decision-making
Adelaide	Wed 5	1 day	9 am – 4.30 pm	Introduction to FOI
Melbourne	Wed 5	1.5 hours	1.30 – 3 pm	Tough conversations about poor performance
Brisbane	Thur 6	2 hours	8 – 10 am	APP intensive
Canberra	Thur 6	3 hours	9 am – 12 pm	Procurement tips and tricks
Canberra	Wed 12	1.5 hours	1.30 – 3 pm	Managing persistent complainants
Sydney	Thur 13	1 day	9 am – 4.30 pm	Introduction to privacy
Canberra	Tues 18	1 day	9 am – 4.30 pm	Introduction to FOI
Canberra	Wed 19	1 day	9 am – 4.30 pm	FOI next steps
Canberra	Thur 20	1/2 day	9 am – 12.30 pm	Advice writing
Melbourne	Tues 25	1 day	9 am – 4.30 pm	FOI exemptions

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 (see table below).

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'In-house' training

AGS can deliver our standard course modules 'in-house' or we can tailor these and other presentations to suit your agency's needs. Please email trainingservices@ags.gov.au or call T 02 6253 7145.

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