

# Whole of Victorian Government Legal Induction Program



## PROGRAM OUTLINE

The Victorian Government Solicitor's Office (VGSO) Whole of Victorian Government (WoVG) Legal Induction Program provides those who are new to the Victorian Public Sector with the essential knowledge and skills to perform their roles as government lawyers and public servants.

This 1.5 day program covers 11 fundamental legal and government related topics.

Day one begins with a group welcome and networking lunch followed by four sessions focussing on your role as a public servant. Day two is a full day program, with opportunities to network with colleagues and speakers during morning tea, lunch and afternoon tea.

Attendees are eligible to claim up to 8.5 CPD points for attending the full 1.5 day program.

**All attendees will receive comprehensive course materials.**

### Program details

#### Dates and times

Wednesday 27 March 2019, 12:45pm - 5:00pm

Friday 28 March 2019, 9:00am - 4:15pm

#### Venue

VGSO Boardrooms

Level 33, 80 Collins Street, Melbourne

#### Cost

\$1,500 (+GST) per participant

Price discounts are available for group bookings.

Please call 9947 1446 to enquire.

#### Registration

via email - [marketing.team@vgso.vic.gov.au](mailto:marketing.team@vgso.vic.gov.au)

The WoVG Legal Induction Program is limited to 25 participants. **Register now to secure your place.**

**Claim up to 8.5 CPD points across the 1.5 day program**

### Day 1 Introduction to Government

#### 1:30pm-2:15pm The Government, its branches and where you fit in

Presented by Maya Narayan, Principal Solicitor, VGSO

- Overview of the Executive, Legislative and Judicial branches of government
- The role of each arm of government and how they interact with each other (including separation of powers and responsible government)
- Your obligations as a government employee

#### 2:15pm-3:00pm The public sector and public sector governance

Presented by Alison O'Brien, Assistant Victorian Government Solicitor, VGSO

- Public officials, the public service and the public sector
- Public sector accountability mechanisms
- The legislative foundation for public sector governance

#### 3:30pm-4:15pm Public sector decision-making

Presented by Alison O'Brien, Assistant Victorian Government Solicitor, VGSO

- Executive and statutory power
- Statutory interpretation and the importance of the *Interpretation of Legislation Act 1984*
- Administrative law principles: some reminders
- The Charter in decision-making
- The right to reasons?

#### 4:15pm-5:00pm Financial management

Presented by Ian Gibson, General Counsel, VGSO

- The conceptual and legislative framework of public finance in Victoria



0.5 CPD Unit in Practice Management



0.5 CPD Unit in Professional Skills



1 CPD Unit in Ethics & Professional Responsibility



6.5 CPD Units in Substantive Law

# PROGRAM OUTLINE CONT.

## Day 2 Practical skills and essential knowledge for Government Lawyers

### 9:00am-9:45am The legislative process

Presented by the Office of the Chief Parliamentary Counsel

- The key steps involved in making a law
- Subordinate instruments

### 9:45am-10:30am Your authorising environment: sources of power

Presented by Julie Freeman, Assistant Victorian Government Solicitor, VGSO

- What can the public sector do and how?
- Legislative power - when can it be used and by who? Overview of delegations and authorisations
- Executive Power - when can it be used and by who? What limitations apply?
- What powers does a statutory body have?

### 11:00am-12:00pm Litigation in the public sector

Presented by Matthew Hocking, Assistant Victorian Government Solicitor and Andrew Suddick, General Counsel, VGSO

- Model litigant guidelines and the overarching obligations of the *Civil Procedure Act*
- Intragovernmental disputes (including indemnities and immunities)

### 12:00pm-12:45pm Public sector employment

Presented by Frances Anderson, Assistant Victorian Government Solicitor, Laura Myer, Acting Principal Solicitor and Ronan O'Donnell, Solicitor, VGSO

- The framework for employment in the public sector
- Instruments governing terms and conditions of employment
- Other statutory obligations of employing entities

### 12:45pm-1:30pm Occupational regulation, enforcement and prosecutions: An overview

Presented by Leveasque Peterson, Assistant Victorian Government Solicitor and Tien Tran, Managing Principal Solicitor, VGSO

- What is regulation?
- Occupational regulation
- Enforcement tools
- The decision to prosecute
- Role of the prosecutor

### 2:30pm-3:15pm Government procurement and contracting

Presented by Anna Taylor, Principal Solicitor, VGSO

- What is procurement and which policies apply to government procurement?
- Issues to consider when undertaking a procurement activity
- Selecting the most appropriate contract to use when engaging a supplier
- Overview of Memoranda of Understanding (MoUs) and when to use

### 3:15pm-4:15pm Information sharing in government: Privacy and Information Sharing

Presented by Rebecca Radford, Managing Principal Solicitor and Michele Rowland, Principal Solicitor, VGSO

- Overview of the legislative landscape to protect personal information of individuals (including the Charter)
- Checklist to approaching how and when to share personal information
- Data protection obligations for Department Heads and meeting the Victorian Protective Data Security Standards
- How the *Freedom of Information Act* facilitates public access to information
- Exemptions under the *Freedom of Information Act*



For more information about this program, please contact VGSO's events team using the details below.

#### Can't make this session date?

If you would like to receive notification of future WoVG Legal Induction Program dates as they're released, please email or call us to register your interest.

#### Contact the VGSO events team

p 9947 1446 e [marketing.team@vgso.vic.gov.au](mailto:marketing.team@vgso.vic.gov.au)