



LEGAL & COMPLIANCE TRAINING CALENDAR 2024

JAN	NO TRAINING SESSIONS DUE TO ANNUAL BREAK					
FEB	ROTATING LAW FIRM TOPIC BASED ON NEED	WORK HEALTH SAFETY SEMINAR TO WHS STAFF - THU 15 FEB WHS (PAOLO SPINETTI) & MINTERELLISON		ONE-OFF TOPIC FOR 2024	ACADEMIC INTERGRATION PLANS SEMINAR TO ALL SCHOOLS - TUE 6 / THU 8 / THU 15 / WED 28 FEB OGC (GORDON BABE) & CRU (RUTH TOWNSEND) SLIDE DECK	
MAR	STATIC TOPIC EVERY YEAR	DEFAMATION & DISABILITY DISCRIMINATION ACT SEMINAR TO ALL STAFF - MON 25 MAR OGC (GORDON BABE) SLIDE DECK		ONE-OFF TOPIC FOR 2024	REQUEST FOR EXECUTION OF CONTRACT WEBINAR TO ALL STAFF - TUE 5 / THU 14 / THU 21 / WED 27 MAR OGC (NICOLE BANNERMAN) FACTSHEET RECORDING	
APR	STATIC TOPIC EVERY YEAR	CONTRACTS 101 SEMINAR TO ALL STAFF - TUE 30 APR OGC (MEAGHAN BOWDEN) SLIDE DECK	ONE-OFF TOPIC FOR 2024	WORK HEALTH SAFETY SEMINAR TO SENIOR EXECUTIVES - THU 18 APR WHS (PAOLO SPINETTI) & MINTERELLISON	ONE-OFF TOPIC FOR 2024	WORK HEALTH SAFETY WEBINAR TO ALL STAFF - TUE 23 APR WHS (PAOLO SPINETTI) SLIDE DECK
MAY	STATIC TOPIC EVERY YEAR	PROCEDURAL FAIRNESS & MISCONDUCT PANEL TO ALL STAFF - TUE 30 MAY OGC (GORDON BABE) & CRU (RUTH TOWNSEND) IN PARTNERSHIP WITH OGS (SHUBHA DEVADASEN) SLIDE DECK		ONE-OFF TOPIC FOR 2024	NON-DISCLOSURE AGREEMENTS WEBINAR TO ALL STAFF - THU 9 MAY OGC (NICOLE BANNERMAN & GORDON BABE) FACTSHEET RECORDING	
JUN	STATIC TOPIC EVERY YEAR	CYBER SECURITY RISKS PANEL TO ALL STAFF - WEEK OF 24 JUN OGC (PABLO ROMAN) & CISO (NADIA TAGGART) SLIDE DECK		ROTATING LAW FIRM TOPIC BASED ON NEED	MODERN SLAVERY WEBINAR TO ALL STAFF / SEMINAR TO PROCUREMENT STAFF - WED 12 JUN - CLAYTON UTZ *THIS SEMINAR IS HELD ON HAWKESBURY CAMPUS* SLIDE DECK RECORDING	
JUL	STATIC TOPIC EVERY YEAR	FAIR WORK ACT SEMINAR TO OFFICE OF PEOPLE STAFF - FRI 19 JUL OGC (NATASHA MAIOLLO) *THIS SEMINAR IS HELD ON HAWKESBURY CAMPUS* SLIDE DECK		ROTATING LAW FIRM TOPIC BASED ON NEED	DIRECTOR, EXECUTIVE & OFFICER LIABILITY IN A HEAVILY REGULATED SECTOR PANEL TO VICE-CHANCELLOR ADVISORY BOARD - MON 22 JUL - HAMILTON LOCKE	
AUG	STATIC TOPIC EVERY YEAR	PROCEDURAL FAIRNESS & MISCONDUCT PANEL TO ALL STAFF - TUE 13 AUG OGC (GORDON BABE) & CRU (RUTH TOWNSEND) IN PARTNERSHIP WITH OGS (SHUBHA DEVADASEN) SLIDE DECK	ROTATING LAW FIRM TOPIC BASED ON NEED	NAVIGATING AI PANEL TO ALL STAFF - THU 22 AUG OGC (PABLO ROMAN) & CORRS SLIDE DECK	ROTATING LAW FIRM TOPIC BASED ON NEED	DATA BREACHES PANEL TO ALL STAFF - WEEK OF 26 AUG OGC (PABLO ROMAN) & CLAYTON UTZ SLIDE DECK
SEP	STATIC TOPIC EVERY YEAR	DEFAMATION & DISABILITY DISCRIMINATION ACT SEMINAR TO ALL STAFF - THU 5 SEP OGC (GORDON BABE) SLIDE DECK		ROTATING LAW FIRM TOPIC BASED ON NEED	ANTI-BRIBERY & ANTI-CORRUPTION WITH OFFSHORE THIRD PARTIES & CAMPUSES SEMINAR TO INTERNATIONAL OFFICE & TNE STAKEHOLDERS FOR INDONESIA, VIETNAM & INDIA. - WEEK OF 15 SEP - HAMILTON LOCKE SLIDE DECK	
OCT	STATIC TOPIC EVERY YEAR	CONTRACTS ADVANCED SEMINAR & WORKSHOP TO CONTRACTS 101 ATTENDEES - TUE 29 OCT - OGC (PETER LLOYD) SLIDE DECK		STATIC TOPIC EVERY YEAR	BUILDING & CONSTRUCTION INDUSTRY SECURITY OF PAYMENT ACT SEMINAR TO I&C PROJECT MANAGEMENT STAFF - WEEK OF 14 OCT - HWL EBSWORTH *THIS SEMINAR IS HELD ON HAWKESBURY CAMPUS* SLIDE DECK	
NOV	STATIC TOPIC EVERY YEAR	LEGAL & REGULATORY: YEAR IN REVIEW, YEAR TO COME PANEL TO ALL STAFF - TUE 12 NOV - OGC SENIOR STAFF - SLIDE DECK				
DEC	NO TRAINING SESSIONS DUE TO ANNUAL BREAK					



LEGAL & COMPLIANCE TOPIC SUMMARIES 2024

SUBJECT TO CHANGE

TOPIC	ACQUIRED INSIGHTS	TARGET ATTENDEES
DEFAMATION & DISABILITY DISCRIMINATION ACTS	<ul style="list-style-type: none"> Awareness of the basic defamation principles and how they can act to limit expressions of academic freedom. How to practically comply with and implement Academic Reasonable Adjustment Plans to protect the University from liability. 	Academic or Professional Staff who: <ul style="list-style-type: none"> draft, approve, or implement ARAPs; provide expert comments; student-face, manage a School, collaborate in classes /exams.
CONTRACTS 101	<ul style="list-style-type: none"> Awareness of which agreements to use for which deals. Confidence that your contract is lawful, sound, and beneficial to the University. Ability to exercise the appropriate due diligence. Knowledge in how to prevent contract loss and court action. 	Professional or Academic Staff who enter or negotiate contracts on behalf of the University or want to brush up on their contract law knowledge and practical contract management skills.
CONTRACTS ADVANCED	<ul style="list-style-type: none"> Knowledge of extra-contractual liability which may arise in the course of negotiation. How to defer agreement on particular matters. Understanding the various remedies for breach - equitable, common law and self-help. 	Contracts 101 seminar attendees only.
CYBERSECURITY RISKS	<ul style="list-style-type: none"> Awareness of the top 5 cyber security risks affecting WSU and the sector generally. Knowledge of how cyber-attacks are executed. Recognition of the key categories of a cyber-attack. 	All University Staff especially those who: <ul style="list-style-type: none"> have a role in ITDS, risk, privacy, compliance, or governance; are new to or want to brush up on knowledge about the legal context applying to cyber-security .
FAIR WORK ACT	<ul style="list-style-type: none"> Clarity on how the enterprise agreements operate within the context of the Fair Work Act How to minimise the risk of exposure to claims and personal liability under the Fair Work Act How to properly consider and determine flexible working arrangements requests How to comply with fixed term employment use restrictions 	Office of People staff who work as: <ul style="list-style-type: none"> HR Partner or staff who support a HR partner Employee Relations and Recruitment Advisers Superannuation and Payroll operations officer Equity and Safety Officers
PROCEDURAL FAIRNESS & MISCONDUCT	<ul style="list-style-type: none"> Discern which behaviours / situations indicate a higher risk of leading to misconduct proceedings. How to implement academic and student integrity in all aspects of the student experience. 	Academic or Professional Staff who: <ul style="list-style-type: none"> student-face including HDR and research students; are involved in student misconduct proceedings.
YEAR IN REVIEW, YEAR TO COME	<ul style="list-style-type: none"> Insight into which key WSU achievements in 2024 benefited from OGC advice and partnership. Awareness of the significant judicial rulings affecting the higher education sector, and the postponed and progressed initiatives. Understanding of the topics that continue to impact the legal landscape. Knowledge of the range of areas that are both locally and globally significant that are expected to have significant law reform. 	All University Staff especially those who: <ul style="list-style-type: none"> have obtained legal advice; have a role in governance and compliance.
BUILDING & CONSTRUCTION INDUSTRY SECURITY OF PAYMENT ACT	<ul style="list-style-type: none"> How to comply with the <i>Building and Construction Industry Security of Payment Act 1999</i> (NSW) from an operational perspective. Knowledge of the rules and obligations around payment claims, payment schedules, and adjudication/disputes. 	Infrastructure and Commercial project management team
AIPS	<ul style="list-style-type: none"> A deep dive into how AIPs prevent discrimination and promote inclusivity. How to decrease the number of discrimination cases that could lead to litigation. Case studies within clinical placements, and when a third party limits access to education. 	All School Staff especially those who: <ul style="list-style-type: none"> approve or implement AIPs; design and assess courses; lead or manage a School.
WHS	Knowledge on: <ul style="list-style-type: none"> Officer Due Diligence Psychosocial Risks Safety Management System, Injury Management & Incident / Hazard Reporting 	All University staff specifically: <ul style="list-style-type: none"> Senior Executives WHS Staff
MODERN SLAVERY	<ul style="list-style-type: none"> How to identify or detect Modern Slavery in University operations. How to tailor procurement activities to meet the legal framework in NSW and Cth. 	All University Staff especially those who: <ul style="list-style-type: none"> procure goods and services on behalf of the University; participate in tender activities; work with international students; work in the Office of People or Procurement Services.
NAVIGATING AI	Knowledge of the regulatory landscape and developments of AI, specifically in the higher education space, in Australia, and overseas.	All University Staff especially those who: <ul style="list-style-type: none"> assess or adjudicate student content; work in the technology space.
DATA BREACHES	<ul style="list-style-type: none"> Understanding that data breaches aren't only about loss or theft of personal data. Discern the difference between data breaches and the foundation of privacy law in the tertiary education sector. Knowing the insights and implications of data breaches especially in the health information space. 	All University Staff especially those who: <ul style="list-style-type: none"> cyber security, technology, pr privacy space; handle personal information of staff and/or students i.e. enrolment, assessment, recruitment etc.
ANTI BRIBERY AND ANTI-CORRUPTION WITH OFF SHORE THIRD PARTIES	An explanation of: <ul style="list-style-type: none"> anti-bribery and corruption; how to spot red flags and manage bribery risks in accordance with University policy when gifts, entertainment, or hospitality are considered a part of business, or a bribe. the global laws and regulations, customs, foreign officials and third parties with focus on Vietnam, Indonesia, and India. 	<ul style="list-style-type: none"> International Office Transnational Education stakeholders for Indonesia, Vietnam, and India