

# seminar program:2009

House of Representatives



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## House of Representatives

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<b>DATES</b>	<b>CODES</b>
Wednesday 22 April	ATH1
Wednesday 30 September	ATH2



## About the House:

The **ABOUT THE HOUSE** seminar provides an introduction to Australia's parliamentary system of government and what parliament does. Developed with graduates and people new to the public service in mind, this seminar offers a basic understanding of the parliamentary system, including the constitutional provisions for the federal system of government; the functions of the parliament, executive and judiciary; and the way in which public servants interact with the House of Representatives. We also show you how to follow the work of the House.

### OUTCOMES

This introductory seminar will help you understand:

- the provisions in the Australian Constitution for Australia's federal system of government
- the functions of the parliament, executive and judiciary
- the role and responsibilities of the House of Representatives and its members
- how the public service interacts with the House and how to keep up to date with the work of the House

### Seminar Outline

#### 1. Australia's system of government

- features of the Australian Constitution
- the functions of the parliament, executive and judiciary

#### 2. Parliament's work

- roles of the House of Representatives and Senate, with particular emphasis on making laws and accountability

#### 3. Working with parliament

- how public servants are involved with the work of parliament
- how legislation passes through parliament, including the budget
- contributing to parliamentary committees
- following parliament's work

**DATES**

Wednesday 5 August

**CODES**

FBTA

# From Bills to Acts:

Most proposed Commonwealth legislation is introduced into the House of Representatives. In our **FROM BILLS TO ACTS** seminar we explain in detail the whole legislative process—from the introduction of a bill into the House, to what happens when it becomes an act, or law. We guide you in how to find and use online documents related to the legislative process.

Our seminar is designed for people who are involved in the legislative process and who need to follow the passage of legislation through the parliament.

## OUTCOMES

You will understand:

- the legislative powers and functions of the parliament
- the role of the House of Representatives and the Senate in law making
- all stages of the parliamentary legislative process
- the function of the second chamber or Main Committee in the House of Representatives
- how House committees are involved in the consideration of legislation
- how to follow the passage of legislation online

## Seminar Outline

### 1. Introduction

- key functions of the House
- legislative powers of the parliament
- what is 'primary legislation'
- House and Main Committee

### 2. The passage of legislation

- origins of legislation
- the key stages of parliamentary consideration, including assent
- legislation examined by parliamentary committees

### 3. The House and the Senate

- legislative powers—distinctions between the two Houses
- Senate amendments and requests
- disagreements between the House and the Senate
- assent and act publication

### 4. Accessing information and legislation

- finding documents relating to legislation and following legislation online



**DATES**

Wednesday 22 July

**CODES**

WWTH



## Working with the House:

Do you have to arrange for the tabling of a document in parliament? Do you need to know how to track delegated legislation to ensure that your department has met its legal requirements? When should you have that Question in Writing answered?

If you have answered yes to any of these questions, then our **WORKING WITH THE HOUSE** seminar gives a practical guide to these specific areas of House operations and explains how to access the many sources of information available. The seminar includes an explanation of some of the main documents produced by the House, and how to track what the House has done on a particular sitting day. The seminar also covers tabling government documents, the specific requirements for legislative instruments (and explains the parliamentary scrutiny process) and how Questions in Writing, and answers to those questions, are dealt with.

Staff of parliamentary areas in departments may find this seminar particularly relevant.

### OUTCOMES

You will understand:

- the tabling process for government documents and legislative instruments
- how Questions in Writing are dealt with, and what obligations there are on government departments in regard to these
- the major sources of information for parliamentary operations, and how to find these online
- how to monitor legislation and the work of committees online



## SEMINAR OUTLINE

### 1. Monitoring House activities

- basic determinants of parliamentary operations (standing orders, sitting patterns, routines of business)
- sources of information—people and systems
- understanding the Daily Program, the Notice Paper, Votes and Proceedings and the Daily Bills List
- using legislation online efficiently
- monitoring House committees

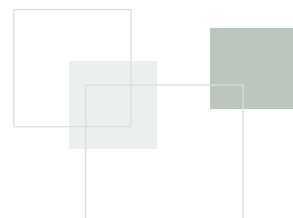
### 2. Tabled papers and you

- tabling government documents
- other documents tabled during debate
- deemed documents
- legislative instruments
- documents and House committees

- ancient history—researching old tabled documents

### 3. Handling Questions in Writing and answers

- House practice and standing orders
- Questions taken on notice at committee hearings
- House administrative processes
- transferring a question
- responses to Questions in Writing
- tracking online



**DATES**

Wednesday 8 July

**CODES**

AC

# About Committees:

Parliamentary committees regularly inquire into and report on issues of importance to all Australians. Our **ABOUT COMMITTEES** seminar provides detailed information on all aspects of committee work, including the types of committees and how they conduct their investigations. If you want to know how you can contribute a submission to a committee's inquiry, give evidence before a committee, or you need to brief others on these processes, or simply follow the progress of an inquiry, this seminar will interest you.

## OUTCOMES

You will understand:

- the committee system operating in the parliament, particularly the House of Representatives
- the way a committee investigation is conducted – from the referral of an inquiry topic through to the tabling of the government's response to the report and any follow-up action by the committee
- how to make effective contributions to committee inquiries
- parliamentary privilege, and the rights and obligations of contributors to committee inquiries
- what the members of a committee see as important in the inquiry process
- how to follow a committee investigation online

## Seminar Outline

### 1. The operation of parliamentary committees

- the system of committees in the parliament
- the role and focus of House committees
- differences between House and Senate committees
- parliamentary privilege as it applies to committees

### 2. The inquiry process

- the origins of inquiries
- the inquiry process
- what happens after a report is tabled
- the importance of the government's response

### 3. Contributing to an inquiry

- the accountability of public servants to committees
- the obligations and rights of contributors
- making a submission
- appearing as a witness
- following an inquiry online

### 4. Members' experience on committees

If a member is available to make a presentation on this seminar, we invite them to:

- Discuss his/her involvement in the work of committees



**DATES**

Wednesday 6 May

**CODES**

APCB

# About Parliamentary Consideration of the Budget:

The annual passage of the budget through the parliament is critical for the proper functioning of government. Our seminar **ABOUT PARLIAMENTARY CONSIDERATION OF THE BUDGET** gives a practical insight into the procedures involved in the various stages of budget consideration once the budget has been introduced into the House. The seminar includes a comprehensive guide to accessing budget documents. The seminar is designed for people who are involved with or need to follow the budget after it is introduced into the House.

## OUTCOMES

You will understand:

- the key steps in the parliament's consideration of the budget
- the procedural steps involved in the passage of the budget and how you may get involved
- the range of budget-related measures that can be associated with the budget
- how to access information about budget processes—what stage it is at, who has said what, and when

## SEMINAR OUTLINE

### 1. Budget night

- presentation of the budget
- budget speech
- budget-related measures
- budget papers

### 2. The main budget debate in the House of Representatives

- Opposition response
- the scope of further debate

### 3. Detailed consideration of the budget in the House and the Main Committee

- the sequence of consideration
- voting funds for departments
- role of advisors

### 4. Senate consideration of the budget

- the Senate debate and estimates process
- the potential for requests for amendments

### 5. Final stages

- bill returned to the House
- assent by the Governor-General

# Presentations for Individual Organisations:

The Department of the House of Representatives is able to conduct presentations for individual organisations at Parliament House in Canberra and interstate, including regional Australia.

We can tailor presentations for your organisation around any of the themes or subjects covered in this seminar booklet. We can help your staff to learn how your organisation can follow and be involved in the parliamentary process.

We can offer a stand alone presentation or provide a session on parliament within a wider program. Our presentations can be basic or very detailed and we can talk to small or large groups. Presentations are two hours in duration.

As an example, an introductory presentation on Australia's system of government could cover:

- the constitutional framework for our system of government
- the structure and functions of parliament—how the two Houses of Parliament are different
- members—government and opposition—how they raise issues, what members actually do
- the legislative process
- the budget in parliament
- the work of committees and what they achieve



## Seminar Arrangements

### TIME

Registration: 9.00am – 9.30am

Seminar: 9.30am – 12noon

### VENUE

The seminars listed in this booklet will be held in committee rooms at Parliament House in Canberra.

### BOOKINGS

Seminar bookings can be made by fax, email, phone or in writing to the Liaison and Projects Office.

### SEMINAR COSTS (all prices include GST)

Individual registering for one or two seminars:  
\$365 per seminar.

Individual registering for three seminars at one time:  
\$315 per seminar.

Groups of three or more registering at the same time for any seminars:

\$315 per person per seminar.

Further discounts apply for larger groups.

### PARKING

In Canberra, parking is available in the Public Underground Car Park located at the front of Parliament House.

### COMFORT

It can be cold in the room in Parliament House where the seminars are held, so please come prepared!

### PAYMENT OPTIONS

Credit Card (preferred option).

Direct Credit to:

Reserve Bank of Australia, Canberra Branch

BSB: 092-009

Account Number: 91739-2

Cheques/Money Orders made payable to:

Department of the House of Representatives

Parliament House CANBERRA ACT 2600

The Finance Section of a participant's organisation will be issued with an invoice/receipt detailing seminar costs.

### CANCELLATION POLICY

Cancellations notified in writing five (5) working days prior to the seminar would have fees refunded in full. Cancellations after this time would not be refunded.

However, at any time a substitute participant from the same organisation may attend. It would be helpful to have as much notice as possible of a substitute attending.

With no less than five (5) working days' written notice participants may transfer attendance to a later seminar, provided places are available on the nominated date.

### PRESENTATIONS FOR INDIVIDUAL ORGANISATIONS

COSTS (all prices include GST)

Two hour presentation: \$2,300

For presentations outside Canberra, airfares and travel expenses, where applicable, are charged.

### PRESENTATION CONTENT AND ARRANGEMENTS

For further information on presentations for individual organisations, contact the Seminar Co-ordinator on freecall 1800 139 299.

### CONTACT US

Liaison and Projects Office

Department of the House of Representatives

PO Box 6021

Parliament House CANBERRA ACT 2600

Fax: 02 6277 8521, email: seminar.reps@aph.gov.au

or freecall 1800 139 299.

### TO NOMINATE

Visit our website at [www.aph.gov.au/house/seminars](http://www.aph.gov.au/house/seminars) for seminar information and to download a Nomination Form and a Tax Invoice (if you are paying by credit card).

Photocopy this Nomination Form (and Tax Invoice if applicable) and fax it to (02) 6277 8521 or

Mail this Nomination Form to:

Liaison and Projects Office

Department of the House of Representatives

PO Box 6021

Parliament House

CANBERRA ACT 2600

# Nomination Form

(Please also complete the Tax Invoice Form)

Organisation/Department:

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ABN:

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Section:

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Names of Participants

Title:	First Name:	Surname:	Seminar Code:
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Postal Address:

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Phone:

Fax:

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Email:

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Contact Name for Group Bookings:

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TO NOMINATE

Visit our website at [www.aph.gov.au/house/seminars](http://www.aph.gov.au/house/seminars) for seminar information and to print off a Nomination Form and a Tax Invoice. Or, photocopy the Nomination Form and the Tax invoice contained in this booklet and fax both forms to (02) 6277 8521 or mail the Nomination Form and Tax Invoice to:

Liaison and Projects Office  
Department of the House of Representatives  
PO Box 6021  
Parliament House CANBERRA ACT 2600





LIAISON AND PROJECTS OFFICE  
DEPARTMENT OF THE HOUSE OF REPRESENTATIVES, PARLIAMENT HOUSE, CANBERRA, ACT 2600