

# SEMINAR PROGRAM: 2013

## HOUSE OF REPRESENTATIVES

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## ABOUT PARLIAMENT:

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<u>Date</u>	<u>Code</u>
Tuesday 9 April	AP 1
Tuesday 2 July	AP 2
Tuesday 24 September	AP 3
Tuesday 5 November	AP 4

(Depending on demand)

The new About Parliament seminar, run in conjunction with the Department of the Senate, 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 provides an overview 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 and the Senate. This seminar includes a tour of the House of Representatives and the Senate chambers.

### 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 the Senate
- ▶ how the public service interacts with the parliament and how to keep up to date with the work of the houses

### 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 emphasis on law making and accountability

#### 3. Working with parliament

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

## FROM BILLS TO ACTS:

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<u>Date</u>	<u>Code</u>
Wednesday 31 July	FBTA

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 on-line 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

## ABOUT COMMITTEES:

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Date	Code
Wednesday 10 July	AC

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

## ABOUT PARLIAMENTARY CONSIDERATION OF THE BUDGET:

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Date	Code
Wednesday 8 May	APCB

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, interstate and in 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

## SEMINAR COSTS (all prices include GST)

### ABOUT PARLIAMENT

- ▶ Individual registration \$350
- ▶ Groups of three or more registering at the same time \$300 per person
- ▶ Groups of ten or more registering at the same time \$250 per person

### ALL OTHER SEMINARS

- ▶ Individual registering for one or two seminars: \$370 per seminar.
- ▶ Individual registering for three seminars at one time: \$300 per person per seminar.
- ▶ Groups of three or more registering at the same time for any seminars: \$300 per person.

Further discounts apply for larger groups.

## 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 International and Community Relations Office.

## PARKING

In Canberra, parking is available in the Public Underground Car Park located at the front of Parliament House. (Time limits apply).

## COMFORT

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

## PAYMENT

Payment can be made by cheque, direct debit or credit card. To pay by credit card, fill in the credit card payment form available at [www.aph.gov.au/seminars](http://www.aph.gov.au/seminars).

### Direct Debit:

Reserve Bank of Australia, Canberra Branch

BSB: 092-009

Account Number: 91739-2

### Cheques 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: \$3,200

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

International and Community Relations Office

PO Box 6021

Parliament House

CANBERRA ACT 2600

**fax:** 02 6277 8521, **email:** [icro@aph.gov.au](mailto:icro@aph.gov.au) or

**freecall** 1800 139 299.

The seminar website at [www.aph.gov.au/seminars](http://www.aph.gov.au/seminars) contains details of our seminars and the nomination form and credit card payment form can both be downloaded from the Seminar Arrangements page.

## TO NOMINATE

Visit our website at [www.aph.gov.au/seminars](http://www.aph.gov.au/seminars) for seminar information and to download a nomination form and a credit card payment form (if you are paying by credit card).

### Mail forms to:

International and Community Relations Office

PO Box 6021

Parliament House

CANBERRA ACT 2600

**or fax to:** (02) 6277 8521



DEPARTMENT *of the*  
 HOUSE *of* REPRESENTATIVES  
*International and Community Relations Office*

**SEMINAR NOMINATION FORM**

**(Please also complete a credit card payment form if paying by credit card)**  
**Credit card payment form available at [www.aph.gov.au/seminars](http://www.aph.gov.au/seminars)**

Please print out this form and after completion, mail or fax it to us with your Tax Invoice form.

International and Community Relations Office  
 Department of the House of Representatives  
 PO Box 6021  
 Parliament House  
 Canberra ACT 2600  
**Fax: (02) 6277 8521**

(if mailing this form to us, please keep a copy for your records)

**Organisation Details**

Organisation/Department: \_\_\_\_\_

ABN: \_\_\_\_\_ Section: \_\_\_\_\_

**Participant's Details**

Title	First name	Surname	Seminar code

Postal address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact name: \_\_\_\_\_