



Department of the Senate Seminar Program

SEMINARS

- > **About Parliament**
- > **The Senate at work**
- > **Delegated legislation and the Senate**
- > **Getting bills through the Senate**
- > **Senate committees and the estimates process**
- > **Engaging with the Senate — Senior Executive Service Training**

Two introductory seminars, About Parliament and The Senate at work, provide a general overview of the Australian parliamentary system of government. Developed with graduates and new public servants in mind, they provide a valuable overview of the work of the Parliament and lay the groundwork for other seminars in the series which examine in detail the Senate's legislative work, the Senate committee system and the estimates process.

It is recommended that officers new to the Public Service enrol in these introductory seminars before other seminars in the series.

2013

About Parliament

9.30am–12.30pm

This seminar provides an introduction to Australia's parliamentary system of government and what the Parliament does. It offers a solid understanding of the parliamentary system, including the constitutional provisions for the federal system of government and the functions of the parliament. This seminar includes a tour of the House of Representatives and the Senate chambers.

Target audience: APS Graduates and those new to the public service

 9 April
2 July
24 September
5 November

\$ \$350 (individual)
\$300 (three or more)
\$250 (10 or more)*

The Senate at work

9.30am–12.30pm

This seminar provides an introduction to the work of the Senate, featuring the legislative process and the Senate committee system. It shows how to keep track of Senate business and how to access key chamber documents online. The seminar may also include a presentation by a senator about his or her work as a parliamentarian.

Target audience: APS Graduates and those new to the public service

 5 March
23 April
16 July
15 October
12 November

\$ \$350 (individual)
\$300 (three or more)
\$250 (10 or more)*

Delegated legislation and the Senate

9.30am–11.30am

This seminar covers the tabling, consideration and disallowance of delegated legislation in the Senate, including the work of the Senate Regulations and Ordinances Committee. It is aimed at those involved in preparing delegated legislation and explanatory statements. Topics include requirements for making and tabling delegated legislation, the work of the Regulations and Ordinances Committee, the disallowance timetable and consequences of disallowance.

Target audience: APS officers engaged in preparing delegated legislation or those who may perform this role in the future

 1 May
5 September

\$ \$160 per person*

Getting bills through the Senate

9.30am–12.30pm

This seminar is designed to give participants a detailed understanding of the legislative process and the skills needed to monitor and facilitate the progress of bills through the Parliament. It provides an overview of the legislative process including the passage of bills through Parliament, the amendment of bills, the role of Senate committees, disagreements between the two houses, and royal assent and commencement.

Target audience: APS officers involved in advising ministers or their officers in the Senate chamber on the passage of bills or those who may perform this role in the future

 18 April and 14 August

\$ \$250 per person*

Senate committees and the estimates process

9.30am–12.30pm

This seminar provides a detailed examination of the powers and operation of Senate committees and the estimates process. It is designed for public servants who prepare submissions for Senate committees or who attend Senate estimates hearings, monitor the estimates process or provide information to Senate committees considering the estimates of expenditure contained in the budget.

Target audience: APS officers involved in preparing submissions for Senate committees or who monitor or attend Senate estimates

 **1 February** **\$ \$250 per person***
7 May
4 July
26 September
17 October

Engaging with the Senate—Senior Executive Service Training

9.30am–12.30pm

This seminar for SES officers focuses on the accountability of public servants to Parliament. Topics covered include the relationship between the public service, ministers and the Parliament; the role of the Senate in the accountability process; the law and practice of parliamentary privilege, particularly as it relates to the operation of Senate committees; and the rights and obligations of public servants who appear before them as witnesses.

Target audience: Senior Executive Service officers

 **27 March and 13 November** **\$ \$250 per person***

Further information

Customised courses

We can arrange courses to meet your specified needs. Customised courses can be held at Parliament House or at your office. We can also schedule additional seminars on demand.

Parking

Information on parking arrangements will be made available at the time of registration.

Cancellation policy

The seminar fee will be waived only if a cancellation is notified in writing (or by email) five or more working days prior to the seminar. If a participant is unable to attend, a substitute from the same organisation may attend.

Seminar cancellation

Due to unforeseen circumstances a seminar may need to be cancelled. In this event, participants will be advised of this cancellation at least five working days in advance and no fee will be charged.

For bookings and registration please contact the seminar coordinator:

Research Section
Department of the Senate
Parliament House
CANBERRA ACT 2600

Phone: 02 6277 3072 or 02 6277 3074
Fax: 02 6277 5838
Email: senate.seminars@aph.gov.au

A registration form is located on the Senate website:

www.aph.gov.au/senate/seminars/

* Prices as at 18 December 2012