



SENATE

Training program

2022

In 2022 the Department of the Senate is offering targeted training programs for public servants and representatives from not-for-profit organisations. Sessions will be offered in-person and online. See [further information](#) about registrations, COVID safe arrangements and visiting Parliament House.

APS training

Introductory sessions

- > [About Parliament](#)
- > [Senate fundamentals](#)
- > [Introduction to the legislative process](#)
- > [Introduction to Senate committees](#)

Specialised sessions

- > [Senate estimates](#)
- > [Delegated legislation in the Senate](#)
- > [Consideration of bills by the parliamentary scrutiny committees](#)
- > [Engaging with the Senate – Senior Executive Service training](#)

Not-for-profit organisations training

- > [Introduction to how the Senate works](#)
- > [Introduction to Senate committees](#)
- > [Introduction to the legislative process](#)

APS training – introductory sessions

About Parliament

Dates: 16 June and 24 August

Time: 10:00-12:00

Format: Online

Cost: \$160

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

This session provides an introduction to Australia's parliamentary system and explores the roles and functions of the Senate and House of Representatives. Topics include the constitutional powers of the Parliament, keeping track of parliamentary business and an overview of the legislative process and committee system.

Senate fundamentals

Dates: 1 March and 30 August

Time: 10:00-12:00

Format: Online

Cost: \$160

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

This session is designed to provide public servants with an introduction to the Senate's role in our parliamentary system and its functions. It examines the constitutional role and operations of the Senate including the core principles which underpin the Senate's work. It also provides an overview of how the Senate's legislative and scrutiny work is carried out in the chamber and through Senate committees. Participants will learn how to access information to assist them in monitoring and understanding the Senate's work.

Introduction to the legislative process

Dates: 9 March and 1 September

Time: 10:00-12:00

Format: Online

Cost: \$160

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

This session is designed to give public servants a general understanding of the legislative process and provide some strategies for monitoring the progress of bills through the Parliament. It provides an overview of the legislative process, including the amendment of bills, disagreements between the two houses, and royal assent and commencement.

Introduction to Senate committees

Dates: 17 March and 21 September

Time: 10:00-12:00

Format: Online

Cost: \$160

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

This session is designed to introduce the Senate's committee system to public servants who prepare submissions and other forms of evidence or information for Senate committees. It provides an overview of the powers and operation of different types of Senate committees. Participants will receive practical strategies for monitoring and engaging with different aspects of the committee process.

APS training – specialised sessions

Senate estimates

Dates: 3 February, 24 March and 13 October

Time: 10:00-12:00

Format: Online

Cost: \$240

Target audience: APS officers who monitor or provide information for Senate estimates

This session is designed to support public servants who monitor the estimates process or who prepare information for their department or agency for estimates. It takes a detailed look at the estimates cycle, including the questions on notice process, and provides users with practical skills and resources to engage in all aspects of the estimates process.

Delegated legislation in the Senate

Date: 3 November

Time: 10:00-12:00

Format: In-person

Cost: \$240

Target audience: APS officers engaged in drafting and monitoring legislation

This session is designed to provide public servants involved in drafting delegated legislation and explanatory statements with a detailed understanding of the tabling, consideration and disallowance of delegated legislation. Participants will also receive practical guidance for working with the Senate Scrutiny of Delegated Legislation Committee and the Parliamentary Joint Committee on Human Rights. Topics include the disallowance timetable, consequences of disallowance, and the expectations and work practices of the scrutiny committees.

Engaging with the Senate – Senior Executive Service training

Dates: 2 February, 23 March and 12 October

Time: 10:00-12:30

Format: Online

Cost: \$300

Target audience: Senior Executive Service officers

This session 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; parliamentary privilege as it relates to the operation of Senate committees and the estimates process. Participants will discuss the committee inquiry process, with particular focus on preparing written evidence and presenting oral evidence at committee hearings.

Consideration of bills by the parliamentary scrutiny committee

Date: 1 November

Time: 10:00-12:00

Format: In-person

Cost: \$240

Target audience: APS officers engaged in drafting and monitoring legislation

This session is aimed at those involved in developing primary legislation and accompanying explanatory materials. It focuses on the scrutiny principles and laws against which the Parliamentary Joint Committee on Human Rights and the Senate Scrutiny of Bills Committee assess legislation. It considers their expectations in relation to explanatory materials accompanying bills, their reporting processes, and the main sources of guidance and support for negotiating the passage of legislation through the legislative scrutiny process.

Not-for-profit organisations training

Introduction to how the Senate works

Date: 24 February

Time: 10:00-12:00

Format: Online

Cost: Free

Target audience: Representatives from not-for-profit organisations

This session is designed to introduce representatives of not-for-profit organisations to the Senate's role in our parliamentary system and provides an overview of how the Senate's legislative and scrutiny work is carried out. By focusing on opportunities for public engagement with the Senate's processes, participants will learn how to access information to assist them in monitoring, understanding and engaging with the Senate's work.

Introduction to Senate committees

Date: 25 May

Time: 10:00-12:00

Format: Online

Cost: Free

Target audience: Representatives from not-for-profit organisations

This session is designed to introduce representatives from not-for-profit organisations to the Senate's committee system. It will explore the purposes, powers and operation of different types of committees. Participants will receive practical information about engaging with Senate committees including preparing submissions and providing evidence at committee hearings.

Introduction to the legislative process

Date: 10 November

Time: 10:00-12:00

Format: Online

Cost: Free

Target audience: Representatives from not-for-profit organisations

This session is designed to provide representatives from not-for-profit organisations with a general understanding of the legislative process. It will explore the process for considering, amending and deciding on bills in the Senate and House of Representatives. Participants will receive practical information about monitoring the progress of bills through the Parliament, with a particular focus on bills in the Senate.

Further information

Virtual participation

Online sessions will be conducted via Microsoft Teams. You do not require a Microsoft Teams account to participate. Links to online sessions and connection information will be provided to participants in online sessions when they register. For further information about virtual delivery please contact the Training Team on (02) 6277 3648 or by email to senate.training@aph.gov.au.

Payment, cancellation and refund policy

- Prices are current as of 14 December 2021.
- All registrations, cancellations and amendments for online sessions close at 5 pm AEST two business days prior to the session date.
- All registrations, cancellations and amendments for in-person sessions close at 5 pm AEST five business days prior to the session date.
- No refunds will be issued for cancellations received after these deadlines or for non-attendance.
- Tax invoices will be issued once registrations have closed. Payment is due within 30 days of invoice date.
- The Department reserves the right to cancel sessions at any time. In this event, participants will be advised of this cancellation as soon as possible and no fee will be charged.

Privacy statement

The Department of the Senate collects, holds and uses your personal information to administer the event that you have registered for and for associated support, and to respond to your enquiries or feedback. The department may also use your details to inform you of other relevant training and events that are provided by the department. The department will not share your details with any third parties.

By registering for an event, you consent to the department collecting, holding and using your personal information for the purposes outlined above.

Visiting Parliament House

Information about visiting Parliament House, including parking arrangements, accessibility and security screening, is available at https://www.aph.gov.au/Visit_Parliament/Plan_your_Visit.

Booking and contact information

For bookings and further information, please contact the Senate Procedure and Research Section by email to senate.training@aph.gov.au or phone on (02) 6277 3648.