



HOUSE OF REPRESENTATIVES

# Seminar Program

2019

# Seminar Program

2019

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**Dates:** Tuesday 5 March and Tuesday 27 August 2019

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**Registration:** 9.00am – 9.30am

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**Seminar:** 9.30am – 12.30pm

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**Venue:** Committee room at Parliament House, Canberra.

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The 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 for graduates and those new to the public service, 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.

## 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

## 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

**Date:** Wednesday 27 March 2019

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**Registration:** 9.00am – 9.30am

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**Seminar:** 9.30am – 12.15pm

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**Venue:** Committee room at Parliament House, Canberra.

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The annual passage of the budget through the parliament is critical for the proper functioning of government. The ABOUT THE BUDGET seminar 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 and is designed for people who are involved with or need to follow the budget after it is introduced into the House.

## 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 Federation Chamber

- » 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

## 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

**Date:** Wednesday 7 August 2019

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**Registration:** 9.00am – 9.30am

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**Seminar:** 9.30am – 12noon

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**Venue:** Committee room at Parliament House, Canberra.

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Most proposed Commonwealth legislation is introduced into the House of Representatives. In the ABOUT LEGISLATION 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. The seminar is designed for people who are involved in the legislative process and who need to follow the passage of legislation through the parliament.

## SEMINAR OUTLINE

### 1. Introduction

- » key functions of the House
- » legislative powers of the parliament
- » what is 'primary legislation'
- » House and Federation Chamber

### 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

## 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 Federation Chamber in the House of Representatives
- » how House committees are involved in the consideration of legislation
- » how to follow the passage of legislation online

**Date:** Wednesday 3 July 2019

**Registration:** 9.00am – 9.30am

**Seminar:** 9.30am – 12noon

**Venue:** Committee room at Parliament House, Canberra.

Parliamentary committees regularly inquire into and report on issues of importance to all Australians. The 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, brief others on these processes, or simply follow the progress of an inquiry, this seminar will interest you.

## 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

## 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

## 2019 FOR INDIVIDUAL ORGANISATIONS (CUSTOM)

The Department of the House of Representatives is able to conduct seminars for an organisation/agency to attend solely. Other seminars are open to all departments/agencies.

### SEMINAR COSTS

#### ABOUT PARLIAMENT

- » Individual registration \$350

#### ABOUT THE BUDGET, ABOUT LEGISLATION and ABOUT COMMITTEES

- » Individual registration \$300

All prices include GST. Further discounts apply for larger groups. For presentations outside Canberra, airfares and travel expenses, where applicable, are charged.

#### INDIVIDUAL ORGANISATIONS (CUSTOM) COSTS

- » 1 to 25 pax \$3,300
- » 25 to 50 pax \$3,600
- » 50+ pax \$3,900
- » All prices include GST.

### CANCELLATION POLICY

Cancellations notified in writing five (5) working days prior to the seminar will have fees refunded in full. Cancellations after this time will not be refunded. However, with as much notice as possible, a substitute participant from the same organisation may attend.

### BOOKINGS

For more information on bookings and seminar arrangements visit:

**[www.aph.gov.au/seminars](http://www.aph.gov.au/seminars)** or phone (02) 6277 2122 or email [seminar.reps@aph.gov.au](mailto:seminar.reps@aph.gov.au)



[aph.gov.au/seminars](http://aph.gov.au/seminars)