



Institute of
Public Administration
New Zealand



PARLIAMENT IN PRACTICE

OVERVIEW

Parliament in Practice provides attendees with a unique opportunity to learn about the operations of Parliament, from those working within Parliament walls, and who are tasked with overseeing the roles and functions of Parliament. This seminar provides an introductory overview of the role and functions of Parliament and explores the legislative, select committee and cabinet processes. It also considers strategies for working effectively with ministers.

WHO SHOULD ATTEND?

This seminar is designed for departmental and crown entity staff who want to develop a greater understanding of the functions of Parliament, the passage of legislation, select committee and cabinet processes and working effectively with ministers. Please note, this is an introductory level seminar.

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| DATE | Tuesday 6 March 2018 |
| TIME | 9.30am – 3.20pm |
| VENUE | The Grand Hall, Parliament Buildings, Wellington |

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| 9.30 – 10.00am | Registration Welcome Tea & Coffee |
| 10.00 – 10.05am | IPANZ welcome |
| 10.05 – 10.50am | Introduction to Parliament Representatives from The Office of the Clerk <ul style="list-style-type: none"> - The role and functions of Parliament |
| 10.50 - 12.00pm | Legislative and Select Committee Processes Representatives from The Office of the Clerk <ul style="list-style-type: none"> - The legislative process including written and oral questions - Select Committee processes - Parliament's annual financial cycle |
| 12.00 – 12.45pm | Lunch |
| 12.45 – 1.45pm | Tour of Parliament <ul style="list-style-type: none"> - A one hour tour of Parliament |
| 1.45 – 2.30pm | Cabinet Processes Gerrard Carter, Senior Advisor and Legislation Co-ordinator, The Cabinet Office, Department of the Prime Minister and Cabinet <ul style="list-style-type: none"> - An overview of Cabinet and its decision-making processes - Tips for writing a good cabinet paper - Resources available on the DPMC website |
| 2.30 – 3.15pm | Working with Ministers Hon Trevor Mallard, Labour MP <ul style="list-style-type: none"> - A Minister's view – what is it they really want? - Working with Ministers – the good, the bad and the ugly |
| 3.15 – 3.20pm | Close of the Day |