

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, and parliamentary scrutiny. It also provides insights into working effectively with members of parliament.

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.**

DATE	Tuesday 1 November 2022
TIME	8.30am – 4.00pm
VENUE	The Grand Hall, Parliament Buildings, Wellington
REGISTRATION FEE	IPANZ Member - \$450.00 + GST Non-Member - \$525.00 + GST

8.30 – 9.00am	Registration Welcome Tea & Coffee
9.00 – 9.05am	IPANZ Welcome Kay Booth, Executive Director - IPANZ
9.05 – 9.35am	Te Ao Māori and Parliament Maika Te Amo, Manager Kaupapa Māori Services - The Office of the Clerk of the House of Representatives <ul style="list-style-type: none"> - Mihi / Whakatau - Kaupapa Māori at Parliament
9.35 – 10.35am	Introduction to Parliament Maya Carmody, Senior Education Adviser - The Office of the Clerk of the House of Representatives <ul style="list-style-type: none"> - The role and functions of Parliament
10.35 – 11.00am	Morning Tea
11.00 – 12.00pm	The House and Select Committee Processes Ben Logan-Milne, Manager Select Committees & Mary Drakeford, Parliamentary Officer, House Office - The Office of the Clerk of the House of Representatives <ul style="list-style-type: none"> - The legislative process including the role of select committees - Parliamentary questions both written and oral
12.00 – 1.00pm	Lunch Break
1.00 - 2.00pm	Parliamentary Scrutiny Greg Goulding, Sector Manager, Parliamentary Group - Office of the Auditor-General <ul style="list-style-type: none"> - Parliaments Financial Cycle - The Offices of Parliament – OAG, Ombudsman & PCE

2.00 – 2.45pm	Cabinet Processes Rebecca Davies, The Cabinet Office - Department of 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
2.45 – 3.10pm	Afternoon Tea
3.10 – 3.50pm	Working with Members of Parliament <ul style="list-style-type: none"> - This session will provide some insight into what goes on in a MP's office on a daily basis and how this sets the scene for MP's interaction with public sector officials.
3.50 – 4.00pm	Close of the Day