

CDI & NSW Parliament Effective Parliamentary Committee Inquiries
16 -20 February 2009
Room 814-815 | Parliament House | Sydney

PROGRAM - Day 1 | Monday 16 February 2009

Introduction

| Time | Presenter | Topic | Sub topic | Comments |
|---|---|---------------------------------|--|--|
| 08:30 | Assemble at Legislative Council Front Desk, Level 7, Parliament House | | | Issue of security passes; escorted to room 814-815 |
| | Opening by the Hon Richard Torbay MP, Speaker of the NSW Legislative Assembly | | | |
| 09.00 | Mr Clements Mr Reynolds | Welcome and introductions | | Outline of the course program and course objectives |
| 09.20 | Mr Clements Mr Reynolds | Administration and walking tour | | IT Lab, fire exits, cafeteria, etc. |
| <i>10.30 / Morning Tea - Level 9 Garden</i> | | | | |
| 11:00 | Official Course Photograph | | | Front Steps |
| 11:15 | Mr Reynolds | Introduction | Overview of the role of committees and inquiries | Establishing a Committee Powers of committees Role of secretariat, resources |
| 12:00 | Ms Robyn Parker MLC, Committee Chair | Value of committees | Role of committees - A Member's perspective | |
| <i>12.30 / Lunch</i> | | | | |

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| 13:30 | Presentations from each Parliament | Each delegation to provide a brief (5 mins) presentation on their Parliaments & committee systems | | |
| 15.00 / <i>Afternoon tea</i> | | | | |
| 15.30 | Hon. Grant McBride, Deputy Chair, Public Accounts Committee | What do Members expect of the Secretariat? | | |
| 16.00 / <i>Close</i> | | | | |
| 19.00 / <i>Welcome Dinner - Bay Bua Vietnamese Restaurant</i> | | | | |

PROGRAM - Day 2 | Tuesday 17 February 2009

Starting an Inquiry

| Time | Presenter | Topic | Sub topic | Comments |
|----------------------------|-------------|------------------------------|---|--|
| 09.00 | Mr Reynolds | Establishing an inquiry (I) | Scoping an inquiry: Terms of reference Group Exercise: design terms of reference for specified committees and inquiries | What are Terms of Reference? • How are ToRs received? What makes for useful terms of reference? • Samples given and discussed |
| | Mr Clements | Establishing an inquiry (II) | Planning the inquiry Group Exercise: prepare an inquiry plan | Programming Timing Consultation with members, witnesses, other stakeholders |
| 10.30 / <i>Morning Tea</i> | | | | |
| 11.00 | All groups | Reporting back | | |

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| 11.30 | Ms Rachel Callinan, Committee Manager | Case Study | Redfern Riots Inquiry | |
| | Ms Beverly Duffy, Committee Manager | Case Study | Innovative methods of obtaining evidence | Use of public forums |
| <i>12.30 / Lunch</i> | | | | |
| 13.30 | Mr Simon Johnston, Committee Research Officer | Advertising an inquiry | Advertising in the media Letters - invitations to submit Use of the internet | |
| 14.00 | Mr Derk Swieringa | Budgeting for an Inquiry | Presentation on budgeting techniques Principles & pitfalls | Groups to draft a budget for their inquiries |
| <i>15.15 / Afternoon Tea</i> | | | | |
| 15.30 | Mr Swieringa | Budgeting continued | | |
| <i>17.00 / Close</i> | | | | |

PROGRAM - Day 3 | Wednesday 18 February 2009

Collecting Evidence I: Written Evidence

| Time | Presenter | Topic | Sub topic | Comments |
|-------|-------------|---------------------------|---|---|
| 9:00 | Mr Reynolds | Processing of submissions | Treatment of submissions - Privilege, confidentiality, acknowledgement, distribution, inquiry filing system | Administrative work Analysis of submissions - Do they cover the issues? |
| 10:00 | Ms Duffy | Case Study | Home Building Inquiry - submissions | |



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| 10.30 / Morning Tea | | | | |
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| 11:00 | Hon. Amanda Fazio MLC, Deputy President and Chair of Committees | Working with the Chair | | |
| | Mr Reynolds | Other Evidence | Other inquiry documents | Correspondence, attachments & exhibits, minutes |
| | Mr Les Gonye, Clerk Assistant - Committees | Minute taking | | |
| | Mr Johnston | Minute taking | Group exercise | |
| 12.30 / Lunch | | | | |
| 13.30 | Mr Reynolds Mr Johnston | Travel | Travel/site visits - some principles & pitfalls | Video footage |
| | | | Case studies | |
| 15.00 / Afternoon Tea | | | | |
| 15.30 | Mr Clements Mr Reynolds | Review & discussion | Questions & discussion on areas covered so far | |
| 16.30 / Close | | | | |

PROGRAM - Day 4 | Thursday 19 February 2009

Collecting Evidence II: Public Hearings

| Time | Presenter | Topic | Sub topic | Comments |
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| 09:00 | Mr Clements | Holding a Public Hearing | Why: What is the purpose How: The process of holding a hearing | |
| 09.30 | Mr Clements Mr Reynolds | Preparing for a hearing | Preparation - briefing papers, schedules, inviting witnesses, Hansard, checklists | Briefing papers: <ul style="list-style-type: none"> - What should they contain? - Research and analysis - Covering the issues - Distribution - timeliness and protection - Samples and discussion |
| <i>10.30 / Morning Tea with the President of NSW Legislative Council, the Hon Peter Primrose MLC</i> | | | | |
| 11.00 | Mr Russell Keith, Committee Manager; Ms Madeleine Foley, Committee Research Officer | Case Study | Hearing processes - Public Accounts Committee, Estimates committees | Video footage |
| 11:45 | Ms Merrin Thompson, Committee Manager | Procedural Issues (I) | Case Study: David Kelly Inquiry in UK | Issues of privilege - witness protection |
| <i>12.30 / Lunch</i> | | | | |
| 13.30 | Mr Clements Mr Reynolds | Procedural Issues (II) | Use of Oath/ Affirmation Contempt • False or misleading evidence In-camera hearings/sessions Tendering documents • Taking questions on notice • Recording of evidence | Film of different hearings; What is happening; how effective are the questions, what procedures and protocols need to be considered? |



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| 14.15 | All | Running a committee hearing (I) | Group work - prepare for a hearing | |
| 15.00 | All | Running a committee hearing (II) | Group work - role play a hearing | |
| 17.00 / Close | | | | |

PROGRAM - Day 5 | Friday 20 February 2009

Drafting & Tabling Reports

| Time | Presenter | Topic | Sub topic | Comments |
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| 09.00 | Mr Clements Mr Reynolds | Writing committee inquiry reports | Report structure, style, consistency Using a report template | Samples to be provided |
| 09.45 | Ms Duffy | The Principles of Good Writing | What is good writing? Clarity of expression, relevance | Plain language principles: <ul style="list-style-type: none"> • Elements of Plain Language Writing • Planning • Language • Reader friendly design |
| 10.30 / Morning Tea | | | | |
| 11.00 | Ms Duffy; Ms Helen Minnican, Committee Manager | Analysing the evidence Report drafting | Gaps and how to fill them Tension inherent in the process: The role of the Chairman Members views - government and opposition What is the logic of a good report? Length? | Who decides? |

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| 11.45 | Ms Duffy Mr Reynolds | Recommendations | How many? What makes for effective recommendations? Group to draft and discuss | |
| <i>12.30 / Lunch</i> | | | | |
| 13.30 | Ms Duffy | Exercise: Drafting an inquiry report | Read and analyse written submissions and a public hearing transcript. Prepare section of draft report. | |
| <i>15.00 / Afternoon Tea</i> | | | | |
| 15.30 | All | Feedback on report writing exercise | | |
| 16.00 | Ms Minnican Mr Reynolds | Report consideration and tabling | Preparing for tabling Dealing with dissents Meeting deadlines Minutes of deliberative meetings Government responses | Video footage |
| 16.30 | Mr Clements Mr Reynolds | Review of the Course | | Followed by evaluation |
| <i>17.00 / Close</i> | | | | |
| <i>19.00 / Farewell Dinner & Harbour Cruise</i> | | | | |



About the Presenters

Mr Quinton Clements (BA Hons, 1st Class, ANU) is Deputy Director of the Centre for Democratic Institutions at the Australian National University. Prior to taking up this position, Mr Clements held a number of positions in the Australian Public Service and in the Department of the House of Representatives, Parliament of Australia. He served as Inquiry Secretary to the Parliamentary Joint Standing Committee on the National Capital and External Territories; and acting Committee Secretary for the Parliamentary Joint Committee on ASIO, ASIS and DSD and the Parliamentary Standing Committee on Public Works. Mr Clements has also worked in the National Parliament of Papua New Guinea as Committee Secretary to the Parliamentary Select Committee on a Pacific Economic Community. Mr Clements has consulted on issues of parliamentary strengthening and good governance in Papua New Guinea and the Pacific Island Countries for agencies such as the United Nations Development Programme.

Mr Steven Reynolds (B Ec, LLB, MPS) is currently the Clerk Assistant of Committees and the Usher of the Black Rod in the NSW Legislative Council. He has had 10 years experience working in parliamentary committees, as a research officer, committee manager then as Clerk Assistant. Prior to working for the NSW Parliament Steven worked in a number of public sector and non-government positions.