



The National  
Parliament of  
Papua New Guinea



centre for democratic institutions



## 2<sup>nd</sup> Annual CDI Professional Development Course for Parliamentary Officers from Melanesia

9 - 12 June 2009 | State Function Room, Parliament House, Port Moresby

In partnership with the Parliamentary Service of the National Parliament of Papua New Guinea, the Centre for Democratic Institutions (CDI) is organising this second annual professional skills development course for staff of the National Parliament, Provincial Assemblies and other parliaments in Melanesia.

The purpose of the course is to enable staff from the different Divisions of the Parliamentary Service to learn about all aspects of parliamentary work, further develop their professional skills, and thereby raise the standards of service they provide to Members of Parliament. The workshop will focus on developing staff capacity in the following core areas of parliamentary work:

- Research and analysis;
- Writing;
- Planning and budgeting; and
- Understanding Parliamentary Practice.

The workshop program is practically oriented with participants being involved in a range of exercises including on report writing, running a

public hearing, planning and preparing budgets for their respective areas.

CDI Deputy Director Mr Quinton Clements, and Mr Simon Ila, Deputy Clerk, National Parliament of Papua New Guinea, will convene the workshop together with:

- Mr Michael Ries, Deputy Clerk, Parliament of Queensland;
- Mr Les Gonye, Clerk Assistant Committees, Legislative Assembly, Parliament of New South Wales;
- Ms Rachel Simpson, Committee Manager, Legislative Assembly, Parliament of New South Wales;
- Mr Simon Johnston, Legislative Council, Parliament of New South Wales; and
- Mr Derk Swieringa, Australian Business Volunteers.

This workshop is part of an ongoing series of CDI activities for Members and parliamentary staff of the 8<sup>th</sup> National Parliament that began with the induction program in August 2007.



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**PROGRAM - Day 1 | Tuesday 9<sup>th</sup> June 2009**

Time	Topic/theme	Presenter/session leader	Comments
09:00	Opening	Mr Simon Ila, Deputy Clerk of Parliament	Welcome and opening prayer; Outline of why the workshop is being held, what benefits to individual staff, the Parliamentary Service and the National Parliament he expects from it. Introductions of staff
09:10	Outline workshop	Mr Quinton Clements	Outlines context, purpose and structure of workshop & introduces facilitators
09:20	Exercise	Mr Clements	Break into 5 groups. Participants to introduce themselves; then answer & discuss the following questions: <ul style="list-style-type: none"> <li>• What are the core functions of Parliament?</li> <li>• What different roles do MPs play?</li> <li>• What is the role of parliamentary staff?</li> </ul> Each group to report back to the plenary.
10:00	The Role of Parliamentary Officers	Mr Les Gonye	Some guiding principles for parliamentary work
<b>10:30   Official Course Photograph &amp; Morning Tea</b>			
11:00	Background to the Westminster Parliamentary model	Mr Les Gonye & Mr Michael Ries	Basic Principles of the Westminster model of parliamentary democracy <ul style="list-style-type: none"> <li>• Separation of Powers</li> <li>• Ministerial Responsibility</li> <li>• Executive Scrutiny</li> <li>• Participatory Democracy</li> </ul>
11:30	Understanding Parliamentary Privilege	Mr Gonye & Mr Podi Kohu, First Clerk Assistant	Fundamental principles - privilege defined, privilege in context, powers of the Parliament & its committees, immunities, contempt
12:00	Exercise	Mr Kohu & Mr Gonye	Groups to discuss the following: Real life Privilege issues - examples from PNG & Australia



<b>12:30 / Lunch</b>			
13:30	Understanding Parliamentary Privilege cont.	Mr Kohu & Mr Gonye	Groups to report back
14.00	Administrative & Procedural Support	Mr Gonye & Mr Ila	Providing effective support for Members Exercise: Discuss the skills, competencies & qualities needed to provide sound administrative & procedural support for Members.
<b>15.00 / Afternoon tea</b>			
15:30	Administrative & Procedural Support cont.	Mr Gonye & Mr Ila	Groups to report back
<b>16:00 / Conclusion</b>			

<b>Day 2   Wednesday 10<sup>th</sup> June 2009</b>			
Time	Topic/theme	Presenter/session leader	Comments
09:00	Research & Analysis skills: Part I - Introduction & Procedural Research	Mr Simon Johnston	How to research & analyse procedural issues. Introduction to good practice - sources & the hierarchy of authorities on which to draw; the importance of objectivity. Functions & uses of various skills. Exercise.
<b>10:30 / Morning tea</b>			
11:00	Research & Analysis skills: Part II - Legal & General Research	Ms Rachel Simpson	How to research & analyse issues for committee work - legal & general sources. Exercise
<b>12:30 / Lunch</b>			



13:30	Planning & Budgeting Skills: The planning process	Mr Derk Swieringa & Mr Repe Rambe	Introduction to financial planning, budgeting & monitoring. Exercise: Groups to prepare an annual plan.
15:00 / <i>Afternoon Tea</i>			
15:30	Planning & Budgeting Skills: Exercise - preparing a budget	Mr Swieringa & Mr Rambe	Homework exercise: Groups to prepare a budget.
16:00 / <i>Conclusion</i>			

Day 3   Thursday 11 <sup>th</sup> June 2009			
Time	Topic/theme	Presenter/session leader	Comments
09:00	Planning & Budgeting Skills: Monitoring	Mr Swieringa & Mr Rambe	Groups to report back Exercise: Groups to revise plans/budgets in light of changed circumstance.
10:30 / <i>Morning tea</i>			
11:00	Writing Skills: The principles of good writing I	Mr Johnston & Ms Simpson	Plain Language principles <ul style="list-style-type: none"> <li>• Elements of Plain Language Writing:</li> <li>• Planning</li> <li>• Language</li> <li>• Reader friendly design</li> </ul>
12:30 / <i>Lunch</i>			
13:30	Writing Skills: The principles of good writing II	Mr Michael Ries	Plain Language principles & parliamentary documents - memos, minutes, notices, media releases, briefing papers, correspondence, speeches.
15:00 / <i>Afternoon Tea</i>			



15:30	Writing Skills: Report Writing I Introduction	Mr Johnston & Ms Simpson	<ul style="list-style-type: none"> <li>• The nature of committee reports</li> <li>• The report writing process</li> <li>• Structure &amp; style</li> <li>• Reflecting the evidence</li> </ul>
16:00 / <i>Conclusion</i>			

Day 4   Friday 12 <sup>th</sup> June 2009			
Time	Topic/theme	Presenter/session leader	Comments
09:00	Writing Skills: Report Writing II	Mr Johnston & Ms Simpson	<ul style="list-style-type: none"> <li>• Formulating recommendations</li> <li>• Committee deliberation on reports</li> <li>• Dissenting reports</li> <li>• Tabling and releasing reports</li> </ul> <p>Exercise - write a briefing paper or report section</p>
10:30 / <i>Morning tea</i>			
11:00	Writing Skills: Report Writing Exercise	All	Exercise followed by wrap-up & feedback
12:00	Planning & Preparation I	Mr Lawrence Daveona, Director Committee Secretariat & Mr Clements	Introduction to exercise
12:30 / <i>Lunch</i>			
13:30	Planning & Preparation II Exercise:	Mr Daveona assisted by facilitators	Participants to break into 3 groups to plan a public hearing program. Things to consider:



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	Holding a public hearing		<ol style="list-style-type: none"> <li>1. Planning for a public hearing</li> <li>2. Procedural issues - unauthorised disclosure, adverse mention, privilege</li> <li>3. Witness protection - David Kelly case study &amp; other approaches</li> </ol> Participants to then role play a public hearing.
15:30	Review session	Mr Clements & Mr Ila	Feedback on all sessions, issues raised, questions and what staff will now do.
<i>16:00 / Workshop concludes</i>			
<i>17:00 / Farewell Reception - Poolside</i>			



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## *About the Presenters*

**Mr Derk Swieringa** is 62 years old. After a 20 year career in the Australian public service in 1985 he entered the private sector mainly working in the area of business, financial and human resource management. Three years ago he retired from full time work and joined Australian Business Volunteers as a trainer running courses in better business governance and youth enterprise. He has run these courses in PNG, Vanuatu, Indonesia, Tonga and Fiji. Teaching and coaching business planning and budgeting is his speciality.

**Mr Leslie (Les) Gönye** (MA – Australian Studies, University of NSW) has been employed by the Legislative Assembly of NSW since 1978. He has held all the various Parliamentary Officer positions of the Procedure Office. These include Papers, Votes, Bills and Table, with responsibilities for keeping the records of the House, preparing the Votes and Proceedings, proof reading bills and preparing material for the sittings of the House. Mr Gönye was also clerk to the Joint Standing Committee on Road Safety before becoming the Second Clerk-Assistant, now called Clerk-Assistant (Procedure), in 1987. He held the position for 10 years before being appointed to his current position Clerk-Assistant (Committees) in 1997. His primary role is managing the committee secretariats of the Legislative Assembly. Mr Gönye has also undertaken attachments with the Parliament of Thailand (1995) and the House of Commons (1997), provided training assistance to the Parliament of the Cook Islands

(2005) and was acting clerk to a committee of the British Columbia Legislative Assembly (2007).

**Mr Michael Ries** was appointed to the role of Deputy Clerk of Queensland's Parliament in June 2008. Previously he held the role of Director - Constitutional and Administrative Law Services in the Department of the Premier and Cabinet (since 2002) and was sworn in as a Clerk of Executive Council in 2003. Michael also acted in a number of senior management roles in the Department including Executive Director - State Affairs, Director - Communication Services and Director - Queensland's 150th Celebrations. Prior to joining the Department of Premier and Cabinet in 1998, Michael performed a number of roles for Queensland's Criminal Justice Commission including as a Research Officer, Registrar of the Misconduct Tribunals, and Secretary to the Commissioners of Police Service Reviews. Michael is married and has three young children.

**Ms Rachel Simpson** (BA/LLB, LLM (Crim Justice), MPP, GDPA) is currently the Committee Director of the Standing Committees on Social Issues and State Development in the NSW Legislative Council and acts as a clerk-at-the table during sittings of the House. In 2005, Rachel established the secretariat for the first joint select committee managed by the LC, into Sydney's Cross City Tunnel. Rachel began her parliamentary



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career in 1997 in the NSW Parliamentary Library as a Legal Research Officer. Prior to this, Rachel worked as an editor for legal publishing firm CCH Australia and lectured in criminal law and contract law at the University of Western Sydney. In 2006-07 Rachel was seconded to the NSW Attorney General's Department where she was Executive Officer to the national committee of directors-general of justice agencies. Rachel has postgraduate qualifications in law, public policy and public administration.

**Simon Johnston (BA, MintSocDev, GDPA)** works within the Procedure Office of the New South Wales Legislative Council, developing and delivering procedural training to Members and staff. Simon has also worked as a Committee Director and senior project manager with a number of New South Wales Legislative Council Committees, including the Standing Committees on State Development, Social Issues and Law and Justice. Simon has worked for the Department of the Legislative Council since 2005, prior to which he worked in the New South Wales Health Department's Centre for Drug and Alcohol and Centre for Mental Health. He has postgraduate qualifications in international community development and public administration, and has lived and worked in Japan, the United Kingdom and Spain.

**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.



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## About the Centre for Democratic Institutions

The Centre for Democratic Institutions (CDI) was established by the Australian government in 1998 to support the efforts of new democracies in the Asia-Pacific region to strengthen their political systems. Our core budget is provided by AusAID, Australia's Agency for International Development, and we are located at the Australian National University (ANU) in Canberra.

All of CDI's projects are aimed at improving political governance and political practice in partner countries via intensive training programs on issues of parliamentary practice and leadership, the operation of political parties, democratic institutional design, constituency representation, and other themes and issues relating directly to improving the effectiveness and quality of the work of national parliaments, parties, and of parliamentarians themselves.



In order to do this, we conduct training courses, provide direct technical assistance and undertake applied research on our core areas of parliamentary and political party development. All of this is aimed

squarely at emerging leaders in our focus countries -- Indonesia, Timor-Leste, Papua New Guinea, Fiji, Solomon Islands and Vanuatu.

For more information on all aspects of CDI's work, visit our website at [www.cdi.anu.edu.au](http://www.cdi.anu.edu.au) or contact us by post, email, phone, or fax:

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