

Parliamentary inquiries: How to have your say and maximise your influence

Legislative Council/NCOSS Stakeholder Workshop
Wednesday, 12 June 2019

Macquarie Room, Parliament House, Sydney

8.45 am	Registration and tea/coffee	
9.00 am	Welcome and Acknowledgement of Country <ul style="list-style-type: none">• Introduction• Purpose and aims of the workshop• What do you want to gain from the workshop?	Legislative Council Presenter
9.15 am	Why participate in parliamentary inquiries <ul style="list-style-type: none">• NCOSS perspective on purpose of workshop	NCOSS Presenter
9.20 am	Committees and the inquiry process <ul style="list-style-type: none">• Committee membership• Types of committees• Role of committees• The committee secretariat• Steps of an inquiry• Inquiry outcomes – what can inquiries achieve?	Legislative Council Presenter
10.10am	Using inquiries strategically <ul style="list-style-type: none">• NCOSS perspective	NCOSS Presenter
10.25 am	A committee member's perspective <ul style="list-style-type: none">• What can inquiries achieve?• What makes a good submission?• What makes an effective witness?	Member of the Legislative Council
10.40 am	Morning tea break	
11.00 am	How to write an effective submission <ul style="list-style-type: none">• Practical advice on content, format etc• What makes for an effective submission: tips for success• NCOSS perspective	Legislative Council Presenter
12.20 pm	The hearing process and tips for witnesses <ul style="list-style-type: none">• Members' roles and questioning• Practicalities: swearing in, Hansard, room set up etc• Effective witnesses: tips for success• Short presentation on what it's like to be a witness• NCOSS perspective	Legislative Council Presenter
12.50pm	Wrap-up and evaluation	Legislative Council Presenter
1.00 pm	FINISH	