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

NSW Legislative Council/NCOSS Stakeholder Workshop
Wednesday 10 August 2022
Macquarie Room, Parliament House, Sydney

8.45 am	**Registration and tea/coffee**	
9.00 am	**Welcome and Acknowledgement of Country** • Introduction • Purpose and aims of the workshop • What do you want to gain from the workshop?	Rhia Victorino A/Director Legislative Council
9.15 am	**Why participate in parliamentary inquiries** • NCOSS perspective on purpose of workshop	Elyse Cain A/Director NCOSS Policy & Research
9.20 am	**Committees and the inquiry process** • Committee membership • Types of committees • Role of committees • The committee secretariat • Steps of an inquiry • Inquiry outcomes – what can inquiries achieve?	Rhia Victorino Legislative Council
10.10am	**Using inquiries strategically –** NCOSS perspective	Elyse Cain NCOSS
10.15 am	**A committee member's perspective** • What can inquiries achieve? • What makes a good submission? • What makes an effective witness?	Ms Cate Faehrmann MLC The Greens
10.30 am	**Morning tea break**	
10:50 am	**How to write an effective submission** • Practical advice on content, format etc • What makes for an effective submission: tips for success	Madeleine Dowd Principal Council Officer Legislative Council
12:10 pm	• **Effective submissions** – NCOSS perspective	Elyse Cain NCOSS
12.20 pm	**The hearing process and tips for witnesses** • 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	Shaza Barbar Principal Council Officer Legislative Council
12:40 pm	• **Tips for witnesses** - NCOSS perspective	Elyse Cain NCOSS
12.50 pm	**Wrap-up and evaluation**	Rhia Victorino Legislative Council
1.00 pm	**FINISH**	