

Science
meets
Parliament
2011

www.fast.org

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INTRODUCTION

Thank you for registering for Science meets Parliament 2011 (SmP).

SmP has been held annually since 1999 and its objectives SmP are:

- To stimulate and inform parliamentarians of how science contributes to and informs public policy, and
- Assist in professional development through providing participants with an insight into political, policy and parliamentary processes.

SmP plays an important part in FASTS' advocacy effort as it demonstrates, with real examples, how Australia benefits from public and private investment in science.

SmP is also a terrific networking and professional development opportunity that I am sure you will benefit from.

SmP takes place over two days. The first day is a briefing day and focuses on professional development. You will be involved in workshops, interactive activities and hear from experienced policy advisors, analysts and politicians on how to engage with the media, politicians and the policy making process.

The second day involves face-to-face meetings with parliamentarians. Participants are also able to participate in a range of activities including a breakfast briefing; attend a nationally televised National Press Club address; Q&A directly with the Science Minister, Senator the Hon Kim Carr; and observe Question Time in the House of Representatives or the Senate.

FASTS Headquarters on 21 June is room 2R1 located on Level 2 of the House of Representatives wing of Parliament House. This room will be used as a base between meetings and a place where you can meet with other delegates. Further information in how to locate this room is provided below.

Travel and Accommodation

Travel and accommodation costs are not covered by FASTS. By now you should have arranged travel to Canberra so that you arrive at Old Parliament House no later than 9.00am on 20 June. The Registration desk will open as early as 8.00am. Formal proceedings will start at 9.30am. Please note that early morning fog in Canberra can sometimes prevent planes from landing and can cause delays. Taxi availability can also be unpredictable in Canberra on a parliamentary sitting day when demand is high.

By now you will have also secured your accommodation in Canberra. If you have not done so can I suggest you do so as soon as possible. There is usually a great deal of pressure on Canberra hotels when Parliament is sitting.

Meals

Your registration covers lunch, morning and afternoon tea on Monday 20 June. Most delegates purchase tickets for the Science meets Parliament Gala Dinner but there are additional tickets available if you have not done so or would like additional tickets.

On Tuesday 21 June a breakfast forum is available, however, places are limited due to Parliament House restrictions. Most delegates will attend the nationally televised National Press Club Address for the lunch but some may not be able to attend due to scheduled meetings with Parliamentarians at that time, in which case lunch will be provided at FASTS Headquarters. Morning tea and an afternoon cocktail finale is available for all delegates as part of your registration

Transport

Transport to and from Old and new Parliament House on is not provided. Canberra Cabs can be contacted on: 13 22 27.

On Tuesday 21 June FASTS will provide bus transport between Parliament House and the National Press Club. Buses will leave for the National Press Club from the public underground car park at the front of Parliament House at 11.40 and 11.55am sharp.

Buses will depart from the National Press Club for Parliament House at 1.40 and 1.45pm sharp.

There is a taxi rank in the underground car park at the front of Parliament House for delegates to depart Parliament House at the conclusion of SmP.

Photography & Mobile Phones

Photography is restricted in Parliament House, however, it will be possible to take photos in some areas. FASTS has engaged a professional photographer to capture the 2-day event. Photos will be available after the event, however, the photographer must be credited in all reproductions.

Please bring your mobile phone to SmP. We may need to contact you urgently during the day. However, you should place your phone on silent during all meetings and forums. Mobile phones and cameras are not allowed into the Public Gallery during Question Time.

Media

SmP 2011 will be promoted to the media. Depending on what other news stories are running over the course of SmP, it is not uncommon for some delegates to participate in radio or TV interviews or to be interviewed for print stories. FASTS will coordinate media and will give you as much advance warning as possible if you are asked to participate in a media story. Members of the FASTS with media expertise will be available to assist you prepare.

FASTS will be utilising social media as much as possible over the course of the 2 days to generate broad interest in the event. If you are a user of Twitter, you will have noticed the speakers' twitter names (@....) sprinkled throughout the program. You should feel free to send tweets over the course of the day.

The formal hashtag for SmP is #smp2011

Free Access to the daily Science Media Bulletin

To help you prepare for SmP 2011, from today until Sunday 26 June you will have free access to Science Media's daily Media Bulletins. Designed for quick browsing, the daily Bulletin provides links to primary documents from politicians, agencies, and interest groups. Science Media covers areas where science meets politics and knowledge meets policy. It will give you a good understanding of how science is reported and represented by the Canberra Press Gallery, politicians and policy makers.

To access the bulletin:

1. click on www.sciencemedia.com.au
2. click on the subscriber sign-in
3. enter the password smp2011

Useful numbers

FASTS:

Anna-Maria Arabia	0412 940 921
Wayne Evans	0411 516 656
Frazer Acheson	0401 547 232

OTHER:

ACTION Buses	13 17 10
CountryLink	13 22 32
Qantas	13 13 13
Virgin Blue	13 67 89
Tiger	03 9335 3033

PROGRAM - DAY 1

Monday 20 June 2011, Members Dining Room, Old Parliament House

#smp2011

8.00 - 9.30 am	Delegate registration
9.30 – 10.15 am	Welcome & Overview <ul style="list-style-type: none"> • Dr Cathy Foley, President, FASTS: Overview of SmP • Anna-Maria Arabia, CEO, FASTS (@ayyemm): Housekeeping - “Understanding the players, the system and who influences who”.
10.15 - 10.45 am	Independents, mavericks and you. Will science rate at the next election? Mr John Flannery – Director, Public Affairs and Media, Australian Medical Association (@ama_media)
10.45 - 11.00 am	Morning tea
11.00 - 11.20 am	Science and the Coalition Sophie Mirabella MP, Shadow Minister for Science and Research (@SMirabellaMP)
11.20 - 12.30 pm	Meet the Press A day in the life of a journalist - what they need to turn your science into news. MC: Niall Byrne. Presentations from: <ul style="list-style-type: none"> • Lyndal Curtis, ABC Radio National Presenter (@lyndalcurtis) • James Massola, Online Political Reporter, The Australian + social media guru (@jamesmassola) • Alex Hart, Channel 7 TV Reporter (@alexhart7) • Phil Coorey, Chief Political Reporter SMH (former microbiologist) (@PhillipCoorey)
12.30 - 1.30 pm	Lunch - Senate Courtyard Meet scientists you will be sharing meetings with; and find other members of your FASTS Cluster Group
1.30 - 2.45 pm	Science communication matters Deliver your message in the time it takes for a sparkler to burn <ul style="list-style-type: none"> • Niall Byrne, Science in Public (@scienceinpublic) • Dr Will Grant, Centre for the Public Awareness of Science (@willozap) • Dr Rod Lamberts, Centre for the Public Awareness of Science (@rodl)
2.45 - 3.00pm	Afternoon tea
3.00 - 4.00 pm	Conveying your message to politicians – do’s and don’t’s <ul style="list-style-type: none"> • Dr Richard Denniss, Executive Director, The Australia Institute (@OzInstitute) • Kylie Walker, Director, Communications & Outreach, Australian Academy of Science • Ashley Wells, Director, Hawker Britton Group
4.00 - 4.45 pm	The budget process you need to know about Presented by the Department of Treasury
5.00 pm	Close
7.00 - 11.00 pm	7pm - Marble Foyer Cocktail Reception , Parliament House [via main public entrance] 7.30pm - Gala Dinner, The Great Hall , Parliament House (DRESS: Lounge Suit) <ul style="list-style-type: none"> • MC: Annabel Crabb, Australian Broadcasting Corporation (@annabelcrabb @CrabbTwitsard) • Keynote Address: The Hon John Brumby, former Premier of Victoria

PROGRAM - DAY 2

Tuesday 21 June 2011, Parliament House, various venues

#smp2011

7.30 - 8.30 am	Breakfast Briefing: The ERA process and how to engage in public policy development. Prof Margaret Sheil, CEO Australian Research Council The Mural Hall, Parliament House, Level 2.
Commencing 8am	Meetings with Ministers, Members and Senators - these will take place throughout the day
10.00 - 10.30 am	Morning tea - FASTS Headquarters 2R1
10.30 - 11.30 am	Meet the Minister – Your chance to ask the Minister questions Senator, the Hon Kim Carr, Minister for Innovation, Industry, Science and Research Parliamentary Theatre, Level 1, Parliament House.
11.40 am & 11.55 am	Depart for National Press Club Two buses will leave from the public underground car park at the front of Parliament House.
12.00 - 1.30 pm	ANSTO National Press Club Address - 16 National Circuit, Barton Nationally televised (ABC1) address by Chief Scientist for Australia, Professor Ian Chubb AC
12.30 - 2.00 pm	Lunch for delegates unable to attend the National Press Club will be served at FASTS Headquarters 2R1
1.40 & 1.45 pm	Depart for Parliament House <u>Two</u> buses will leave from the front of the National Press Club.
2.00 - 3.00 pm	Question Time - Public Gallery, House of Representatives or Senate
3.00 - 3.45 pm	Afternoon tea - FASTS Headquarters 2R1
4.00 - 5.00 pm	Cocktail Finale - Share a drink and have a chat with the Greens Minority government, Majority power: the Greens and the role of science come July 2011.... Senator Christine Milne, Greens spokesperson for Climate Change, Innovation, Industry, Science and Research (@senatormilne) Foyer of Parliamentary Theatre, Level 1
5.00 pm	Departure

General Preparation

Who will you meet?

Most participants will have one or two face-to-face meetings with Parliamentarians, some may have more depending on the final number of parliamentarians available to meet and the topics they are most interested in.

Some of you will also have meetings with senior policy advisors.

Over the next few days I will be sending you an email of the parliamentarians you are meeting with and the names of other scientists you will be sharing the meeting with. Please note that changes to these meeting will occur up until and including the actual day of your meeting.

It is impossible to provide information earlier as many parliamentarians cannot confirm their participation until one or 2 days before the event. This is part of everyday life for parliamentarians.

Knowing your representatives

One important reason why Members and Senators participate in Science meets Parliament is because it gives them an opportunity to get across issues they think voters are concerned about, especially constituents in their electorate.

As part of your preparation you should try to think in terms of what questions they might be asked by a voter which your field of science helps to understand or manage.

Once you do know who you will be meeting, we highly recommend researching your parliamentarians before you meet with him/her. One of the best places to start is the Parliament House website www.aph.gov.au

You will need to know:

- Are they a member of the government party, opposition, a minor party or an independent?
- Are they a Member of the House of Representatives [Lower House] or a Senator in the Upper House?
- Are they a Minister, Parliamentary Secretary or a Shadow Minister/Opposition spokesperson?
- Do they sit on any parliamentary committees?
- Is their electorate in a city, urban area, rural or regional area?

Each Member and Senator has a page on the Parliament House website which can be located by following these links:

House of Representatives:	http://www.aph.gov.au/house/members/index.htm
Senate	http://www.aph.gov.au/Senate/senators/index.htm

Each representative's website has a link to an official biography detailing their length of service, what positions they hold or have held, their qualifications and positions prior to entering Parliament. There may also be a link to a personal website, which may be useful in giving you additional background information on them and their interests. A parliamentarian's First Speech (often referred to as their Maiden Speech) may also offer an insight into what drives them and which issues they are passionate about. News websites can also be helpful.

Members represent seats in the House. Look at information about the electorates to find out the geographic area covered, major population centres, key industries, and locations of higher education campuses and CSIRO. To do this log on to the Australian Electoral Commission <http://www.aec.gov.au/Electorates/index.htm>

Senators represent States and Territories. Some are based in regional cities such as Launceston, Goulburn, Cairns and Burnie as well as the capital cities and suburbs. If you are meeting with a Senator find out where their office is located. These Senators will often have a close affinity and knowledge of their regions similar to Members living in regional electorates.

If your representatives are currently serving on a committee [check their biography] it is advisable to look up recent inquiries the committee has held. To view committee activities and publications go to www.aph.gov.au/committee/index.htm

Hansard and Parl Info [both accessible on the www.aph.gov.au homepage] are also good sources of information [information on how to use these databases is explained further in the 'Keywords, Jargon & Titles' Section further along].

What is life like for a Member or Senator?

Every day parliamentarians meet with dozens of people with special interests who require advice or assistance with government services or programs. They often prepare for meetings by reading a brief which is usually provided by an electorate staff member, who may follow up after the meeting. When Parliament is sitting, meetings are generally held at Parliament House but during non-sitting weeks they are likely to be held in their electorate office.

If there is a division in either Chamber, the presiding officer rings the bells and all Members or Senators have four minutes to be inside the Chamber. This can mean meetings are disrupted or cancelled.

Members and Senators work long hours, especially on sitting weeks. There are committee meetings to prepare for, speeches to write and media requests to answer along with letters and emails.

In non-sitting weeks most Members or Senators work from their electorate office but many also use their parliamentary office when they have events or meetings scheduled in Canberra. They travel widely within their electorates to remain in contact with issues affecting voters.

What is life like for a Minister or Parliamentary Secretary?

As well as being a Member or Senator, Ministers and Parliamentary Secretaries have additional responsibilities related to their portfolios. They and their staff are spread across offices located in either Parliament House or in Commonwealth Parliamentary Offices located in the capital city of the State their electorate is located in. Working in Parliament House has the advantage of being close to the Prime Minister, other Ministers, Department Heads and senior public servants.

Preparing your Presentation

Members and Senators are primarily interested in the outcomes of public investment in science and innovation.

Economic impacts of new goods and processes are one class of outcome but they are also well aware and interested in others such as early warning of environmental, public health or bio-security risks.

They are more likely to be more responsive to clear messages and concrete examples of how science is providing economic, social or environmental benefits, than 'spin' and sensationalised 'new cure for cancer' claims.

Be clear, concise and correct. Take the time to prepare your presentation and be certain about the message you want to convey.

Some tips:

- Think about one issue or idea you want the Minister, Member or Senator to remember after you have left.
- Have a point.
- Be positive and enthusiastic.
- Stick to your area of expertise. If asked about a topic outside your field, acknowledge this and offer to have an expert in the area follow up.
- Acknowledge the downside or limitations [without making the caveat stronger than the point you are trying to make!].
- Keep it simple and direct – two or three key elements, not a thesis.
- Frame it as a story – politicians are good at remembering stories and they provide context. Disembodied 'facts' are easily and often forgotten.
- Consider a 5-minute direct presentation with time for group discussion and questions.
- Avoid a PowerPoint presentation unless it is critical.
- Misdirected or badly targeted presentations can waste time. The Member or Senator will wonder if the problem is really the responsibility of the Commonwealth.
- Fine-grained discussion about the administration of a funding program is almost always a complete waste of time. With the exception of the Minister or Shadow

Minister, few politicians will have heard of NCRIS or be particularly interested or across administrative issues around the ARC or ERA.

- Asserting your research, or research more broadly, is important and requires more funding is not likely to be effective. You must illustrate how it provides socio-economic benefits.
- Remember, the Member or Senator receives many groups for meetings in their offices each day, so the time you have been allocated is keenly sought.
- Keep an eye on the clock!

What should you bring to the meeting?

Take a business card and a simple one page summary document to leave at the conclusion. Describe your work and its implications [a small professional brochure from your agency/research centre/firm is fine].

Dot points are better than long paragraphs and it is advisable to provide something to illustrate your key point – an easy to understand graph, photo or other small memento [such as a rock sample or a map].

PowerPoint presentations are not a good use of time as the set-up is distracting and if it fails you will lose time, goodwill and momentum.

Dress Code

Meetings with Members and Senators are formal occasions. It is best to wear a business suit/dress or at least a smart jacket. Jeans, runners and casual attire are not appropriate.

Parliament House is centrally cooled and heated to a constant temperature of 22°C. However winter in Canberra can be very cold with overnight temperatures sometimes reaching below zero degrees. Rug up!

The dress code for the Gala Dinner is Lounge Suit.

On the Day

Getting in to Parliament House and through security

Parliament House is 'home' to around 5000 staff during sitting weeks and approximately one million people visit each year. It is a busy working environment and hectic when Parliament sits.

If you have an early meeting allow 20 minutes to pass through security and receive a Visitor Pass [as below]. If your meeting is later in the day allow up to 45 minutes due to the number of school groups, tours and other visitors coming into Parliament House.

1. Entry is via the public entrance at the front of Parliament House. Here you and any items you are carrying will be scanned by processes similar to airport security. Large items of luggage will not fit through this scanner.
2. You will need to collect a Visitor Pass from the desk in the Marble Foyer. Tell desk staff you are participating in Science meets Parliament. FASTS will already have provided your details to Parliament House.
3. Although you will be given an access pass, you will have to be escorted to your destination. During the briefing day on 20 June you will receive further instruction as to the best time to arrive in the Marble Foyer. Delegates will be escorted in small groups rather than individually.
4. If you are not registered or there is a problem when collecting your visitors pass, please call Anna-Maria Arabia on 0412 940 921 or Wayne Evans on 0411 516 656.
5. Be prepared for meetings which may change or be cancelled at the last minute.
6. If you attend Question Time in the afternoon your mobile phone, camera and most hand items have to be deposited with the concierge at the Public Gallery entrance on Level 1.

Administration, luggage and meeting point

FASTS Headquarters will be in Room 2R1 all day. You should meet here 15 minutes prior to your scheduled meeting time to check on any changes and to meet with other participants attending your meeting. If possible arrive at meetings as one group rather than individually.

Small items of hand luggage may be stored in this room but FASTS does not take responsibility for it.

Finding offices

While Parliament House is a big building there is logic in the layout but navigation can be tricky. There are signs indicating room numbers but don't be afraid to ask someone in the corridor. Staff members are happy to help out.

What do the room numbers mean?

Information about confirmed meeting times will also include locations listed as MG.23, R2.88 or S1.46.

1. **Ministerial Wing, Ground Floor, Room 23.**
2. **Representatives, 2nd floor, Room 88.**
3. **Senate, 1st floor, Room 46.**

In the Meeting

Please arrive for meetings as a group, rather than individually, as this helps staff enormously. If you are late staff may decide to use your allocated time with the Minister, Member or Senator for other business, which could further delay your meeting or cause it to be cancelled.

Most meetings will take place in the Minister's, Member's or Senator's personal office. These are furnished with lounges around a low table that makes for less formality than sitting at a meeting table.

Expect an advisor to also be present to take notes if you are meeting with a Minister or Shadow Minister.

Turn your mobile phone off or to silent. Don't SMS during the meeting.

How to address your host

Always refer to the Minister as 'Minister', Senator as 'Senator' and a Member as Dr, Mr, Ms or Mrs. The title 'The Honourable' is generally only used in correspondence or as a formal welcome at a significant event. However some wish to create an informal atmosphere and will invite you to call them by their first name.

When you introduce yourself you only need to say your name, your position and your institution/company. The Minister, Member or Senator will have received copies of your biography prior to the meeting.

Getting down to business

Your first question should be 'How much time do we have?' just so everyone is clear. Expect 30 minutes but understand the constantly changing dynamics of politics.

Some meetings may be longer if there is time or the topic is particularly interesting. Others may be cut short or disrupted if the Member or Senator is called in to the Chamber for a Division or a piece of legislation comes on that they are required to speak to [which can happen with very little advance notice].

You will need to be flexible and be able to reduce your presentation on-the-spot if necessary. Allow 4-5 minutes with time for discussion and questions.

If a Division is called you may be asked to wait [which typically takes up to 10 minutes, more if there is a sequence of Divisions]. A staff member may be asked to continue the conversation or the meeting may be terminated. Such interruptions are part of parliamentary life.

In the past there have been a series of Divisions in both Chambers during Science meets Parliament.

Keep to your schedule

If a meeting is going over time and you need to attend another meeting, excuse yourself politely and quietly [so as not to close the meeting for other people]. Never say 'I have got to go to a meeting with X'.

If 'X' is from another political party this may send a bad message and if 'X' is from the same party but another faction it could be problematic.

Some things to avoid

- Arguing with other members of your group.
- Speaking over the Minister, Member, Senator or a colleague.
- Arguing with or directly contradicting your host or colleagues.
- Using acronyms or jargon.
- Going into too much detail [it wastes time and bores people].
- Asserting you need more money. Politicians hear this many times a day and it is the surest way to make them switch off.
- Negative comments about other researchers, organisations - or indeed Ministers, Members and Senators [they will assume you are just as likely to say bad things about them too].
- Stealing the conversation. Such professional discourtesy is remembered [although it is quite different if the host directs most of their questions to one person if that is the area which interests them most].
- Being demanding, pushy, pompous or sexist.

What Happens Next?

Follow up is absolutely critical if you want to build a relationship of influence and to achieve outcomes.

- Within five days, and no more than two weeks, write to thank the Minister, Member or Senator for their time. Enclose any promised additional information.

- In conjunction with your CEO or equivalent invite them to visit your research laboratory, field station, business, CRC or institution [especially if it is in their electorate].
- If your research is published – particularly as a newspaper opinion piece or review article – send it on to them for their information. This is kept on file.
- Try to maintain a link – you never know when they may need your help ... or you their help.

Frequently Asked Questions

1. **Can I change my times on the day?** No. It is not possible to shift meeting times. Member's and Senator's diaries can be booked months in advance and times have been allocated based on the parliamentarians' requests in the registration process.
2. **Can I swap meetings with someone else?** No. FASTS has provided your biography to Ministers, Members and Senators who receive detailed briefings from their staff prior to all meetings.
3. **Do I need a mobile phone?** Yes. We may need to contact you urgently during the day. However you should turn off your phone during all meetings and forums. Mobile phones and cameras are not allowed into the Public Gallery during Question Time.
4. **Can I organise additional meetings with Ministers, Members and Senators for the day?** No. This is based on previous feedback from their offices. This has led to confusion about which meeting is the 'official' Science meets Parliament meeting. Try for an adjacent day.
5. **Can I store luggage at Parliament House?** Small to medium sized items that fit through the security scanner may be stored at FASTS Headquarters but FASTS does not accept responsibility for it.
6. **Can FASTS change my flights?** No. You should arrange this with your travel provider.

Parl Info Search & Hansard

ParlInfo is a very useful research tool for, amongst other things, finding out if Ministers, Members and Senators have spoken on a specific issue and to find what day a particular debate happened in Parliament.

To access ParlInfo you need to –

1. Go to the Parliament House home page [www.aph.gov.au]
2. Select Parlinfo (second link from left on bottom panel of central box)
3. Select advanced search/browse
4. Left hand side panel - select search collections. Best to only elect Hansard – 4th option of chamber documents – for either the House or Senate.
5. There are three search field options. You can use one or three. Two fields are best.
6. Add last name of Member or Senator and watch out for more than one with the same last name.
7. Tick 'content' and 'exact phrase'.
8. Add topic of interest eg water policy, organ donation, R&D tax concession and select content. Select exact words because it reduces the number of hits hopefully to the most relevant but some topics don't have a routine descriptor. In which case select 'use any of these words'.
9. Add date options. Probably best to insert 24/11/2007 [date of the last election] and the date you are conducting the search. For some issues you might find that it is good to put in a longer timeframe to see if the Minister, Member or Senator has a strong track record.
10. Results options – best to order newest date first.
11. Hit search at top or bottom of the page.
12. Each 'hit' in the search will provide a pdf of the full speech in which the contents occur. As with any search engine you will get a lot of irrelevant hits especially if your topics are very general.

Hansard is the official transcript of all sittings in the House, Senate and all public inquiries of committees.

If you want to read the transcript of a debate in Parliament then go to ParlInfo first and find out what dates the debates occurred – be aware that a lot of legislation will be debated on a number of different days - sometimes over several weeks or even occasionally months.

Hansard is only searchable within each day's transcript so you need to know the date of any debate first [hence the importance of ParlInfo in identifying particular dates].

To access Hansard:

1. Go to Parliament House website [<http://www.aph.gov.au>]
2. Select Hansard in main menu
3. Select Senate or House [2nd and 3rd options on menu on left hand side].
4. Select date

To look at committee inquiries select committees at step 3 and then navigate the different committees and inquiries.

Keywords, Jargon & Titles

There are numerous Parliamentary terms that are often used but their precise meaning is not always clear. The following is a brief guide to some of the more common terms.

Estimates [or, more formally Estimates Committees]. Estimates are special Senate Committee hearings where senior public servants and Ministers are publicly interviewed by Senators on all operational aspects of Government programs. This is a function of the Senate and is not replicated by the House. Senators from all parties can ask questions and it is the best opportunity for the Opposition to burrow deeply into budget expenditure. A non-Government Senator may suggest you submit questions for Estimates, although unless you are very familiar with the relevant legislation or regulations and budget processes, it is not recommended. If unsure you should seek advice from your employer about this. FASTS is also able to provide you with further advice.

First Speech [formerly Maiden Speech]. The first speech in Parliament by a newly elected Member. The Member is traditionally heard without interjection or interruption and will often lay out their key interests and motivations. You will find a link to each Parliamentarian's first speech on the www.aph.gov.au website and on individual websites.

Hansard. The official transcript of debates in Parliament. There is Hansard for the House and the Senate and also for all official committee hearings such as Estimates.

Honourable. The title of all Ministers and some Members and Senators. It applies to current and former Ministers, Parliamentary Secretaries, the Speaker of the House and the President of the Senate. It does not apply to 'Shadow Ministers' unless they were a Minister in a previous Government. 'The Honourable' is only used for formal occasions - eg in Parliament, introduction at a formal dinner or in correspondence. You do not need to use the phrase in your meetings with Ministers or Parliamentary Secretaries.

Members and Senators. Members in the House of Representatives [Lower House]. Senators in the Senate [Upper House]. Senators are not Members.

Parliamentary Committees. Both the House and the Senate have formal committee systems. Committee membership is drawn from Government and non-government members and reports on specific legislation or other topics as determined by Parliament.

[Shadow] Parliamentary Secretary. A member who supports a [shadow] Minister in a particular portfolio. The Parl Secs [as they are called informally] will often have administrative responsibility for agencies or technical areas in the portfolio, carriage of minor legislation and often represent the Minister at functions and openings. Most Parliamentary Secretaries are 'Ministers in Training'.

Speaker/President. The Speaker is elected by Members to be the presiding officer of the House. The Speaker – or his or her Deputies – chair all debates in the House. The same role is performed by the President – and Deputies - in the Senate.