

Focus at Work Pty Ltd
ACN 123 646 033
www.focusatwork.com.au
email : info@focusatwork.com.au
Principal: Kerry Newton

Parliamentary Consultancy Services

Parliamentary systems and structures

- Review of parliamentary systems and options for reform
- Advice on parliamentary law, practice and procedure
- Advice on estimates processes and procedures
- Draft and review Standing Orders and Sessional Orders
- Draft Parliamentary Procedures Handbooks

Parliamentary Committees

- Advice on parliamentary committees on inquiry processes
- Assist parliamentary committees with the conduct of inquiries
- Draft briefing papers, issues papers, reports and other committee documents
- Review parliamentary committee systems and structures
- Draft parliamentary committee terms of reference

Facilitation, training and community engagement in the Parliamentary context

- Design and present workshops about the role and functions of Parliament, and systems of government
- Draft induction courses for new members of Parliament
- Draft induction manuals for Parliamentary committees
- Facilitate workshops, forums and other discussions
- Design and deliver consultation programs including stakeholder identification and liaison

Organisational reviews and projects in the Parliamentary context

- Review organisational structures and work processes
- Review aspects of parliamentary corporate support systems such as Parliamentary Libraries, Community Engagement and Education Services
- Advice on conduct of regional sittings of Parliament
- Design programs for official parliamentary delegations

Human resource management in the Parliamentary context

- Investigate sensitive human resource issues
- Review human resource policies and procedures
- Advice on, and conduct of, recruitment and selection for parliamentary officers
- Draft parliamentary officer induction manuals
- Conduct team building exercises
- Conduct Parliamentary Service training