Appendix 5

Inquiry process

The following steps are given as guidance to the general process. The process may vary to meet the needs of an individual inquiry.

Reference received by the committee.
\downarrow
Advertisements seeking submissions placed in relevant major newspapers and/or letters sent out inviting submissions from individuals and organisations. Information booklet distributed.
\downarrow
Submissions received by secretariat and (generally) authorised for publication by the committee.
\downarrow
Site inspections (if required). Preparation of issues papers, background briefs, seminars or forums (as required).
\downarrow
Selected people, including authors of some submissions, requested to give oral evidence before the committee at a public hearing, seminar or forum.
\downarrow
Committee takes oral evidence at public hearings, seminars or forums, and in camera hearings (if required).
\downarrow
Committee considers in detail the issues under the terms of reference.
\downarrow
Committee prepares a report for tabling in the Parliament. The report addresses the terms of reference and matters raised in submissions and oral evidence, and makes appropriate recommendations.
\downarrow
Committee's report tabled in Parliament. Committee Members speak in Parliament on the committee's report.
\downarrow
Copies of report sent to all witnesses, those who have made detailed submissions and other selected parties. Reports (usually) are available from the Government Info Shops throughout Australia, or at: http://www.aph.gov.au/house/committee/ctmr/index.htm
↓
Government responds in Parliament to the recommendations in the report and any dissent report (ideally within three months).