Appendix 7

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 from the Parliament or a Minister.
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Advertisements seeking submissions placed in relevant major newspapers and/or letters sent out inviting submissions from individuals and organisations. Information and issues booklet distributed.
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Submissions received by secretariat and (generally) authorised for publication by the committee.
\downarrow
Site inspections (if required). Preparation of issues papers, background briefs, round table briefings/seminars (if required).
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Selected people, including authors of some submissions, requested to give oral evidence before the committee at a public hearing.
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Committee takes evidence at public hearings and in camera hearings (if required).
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Committee considers in detail the issues under the terms of reference.
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Committee writes report for tabling in the Parliament. The report addresses the terms of reference and matters raised in submissions and public hearings, and makes appropriate recommendations.
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Committee's report presented to Parliament. Committee members speak in Parliament on the committee's report.
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Copies of report sent to all witnesses, those who have made detailed submissions and other interested parties. Reports (usually) are available
from the Government Info Shops throughout Australia.
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