



# The committee inquiry process

FACTSHEET

## YOU CAN...

Encourage members to look into an important issue

## REFERRAL

Committees need a referral to start an inquiry. Often the Assembly will refer a matter to a committee for inquiry and report. All bills and petitions with over 500 signatures, are automatically referred.

Committees may also initiate their own inquiries on matters they think the Assembly needs to know more about.

Committees may choose not to inquire into some things automatically referred to them, but they must tell the Assembly.

## YOU CAN...

Share how to get involved with your local community

## REFERENCE

The scope and limits of an inquiry are set out in the terms of reference which are published online and advertised on social media. Everyone who is interested in an inquiry is encouraged to make a submission.

## READ IT ONLINE

Find terms of reference at [parliament.act.gov.au](http://parliament.act.gov.au)

## YOU CAN...

Write a submission or appear at a public hearing

## RESEARCH

A committee may gather information from different sources.

They receive oral and written evidence from people, including experts, community groups, the government, and the public.

Evidence is almost always published publicly by the committee.

## WRITING

The committee analyses the information it receives. It then sets out its findings and makes recommendations for actions to be taken, usually by the government.

A committee member who disagrees with content in the report may write a dissenting report explaining why.

## REPORTING

The committee chair presents the report to the Assembly. Members can then debate the report.

## READ IT ONLINE

All reports are uploaded to [parliament.act.gov.au](http://parliament.act.gov.au)

## YOU CAN...

Encourage ministers to act on recommendations

## RESPONSE

The government is not bound by a report's recommendations, but they must respond to them within four months.

Responses must be presented to the Assembly.

## READ IT ONLINE

Find responses online at [parliament.act.gov.au](http://parliament.act.gov.au)