

COMMITTEE TEMPLATE

HOW TO WRITE A COMMITTEE REPORT

You are a member of a parliamentary committee. This template will help you write your report with recommendations.

The _____ (name of committee)
has finished its consideration of the _____
_____. (committee topic).

The committee heard evidence from many witness groups including:

- _____
- _____
- _____

We have used this information to write the report that we table today. In the report the committee makes the following recommendations:

- _____

- _____

- _____
