

# Parliament of Victoria Committees

## Committees and their purpose

A committee is a group of members who hold inquiries on different topics. The committee inquiry process raises awareness of issues, facilitates in-depth research and encourages public input on the topic under investigation. Each inquiry is supported by a secretariat of parliamentary staff.

There are different types of committees, but each committee is made up of members from different political parties and has a particular focus, such as economy and infrastructure, environment and planning, or legal and social issues.

## The committee inquiry process

### 1. Terms of reference

The instructions and guidelines for an inquiry.

### 2. Call for submissions

The inquiry is advertised. The public and interested parties can make submissions to the committee. The committee may also invite people or organisations with specialist knowledge to make a submission.

### 3. Research

The committee may conduct research on specific parts of the inquiry or commission the research from expert sources.

### 4. Public hearings

The committee meet with people to explore areas of interest or concern. Most of the time these hearings are public, but occasionally the evidence may be taken in private.

### 5. Reporting to parliament

Once the committee has gathered all information, they table a report to parliament. The report is also published on the parliament website.

### 6. Government response

Once the report has been tabled in parliament, the government has six months to respond. The response must indicate whether the government supports any recommendations in the report.

## Getting involved

You can get involved in the committee process by:

- making a public submission. Include:
  - your views on the issue
  - how it's relevant to the terms of reference
  - a possible action or solution
- attending or watching a public hearing
- learning more about the different committee inquiries by signing-up for Parliament news e-bulletin



Parliament of Victoria  
news e-bulletin





# Parliament of Victoria

## Petitions

### Petitions and their purpose

A petition is a document requesting action from the parliament. Any Victorian, even those under the age of 18, can sign or start a petition.

### The process

#### Starting a petition

- All petitions must be addressed to either the Legislative Assembly or the Legislative Council, and be sponsored by a member of parliament. Any member of parliament can sponsor a petition, but:
  - members of the Legislative Assembly can only sponsor petitions addressed to the Assembly
  - members of the Legislative Council can only sponsor petitions addressed to the Council
- Decide whether to create an e-petition and/or paper petition:
  - e-petitions must be created on the Parliament of Victoria website and a request must be lodged via the website before you start
  - paper petitions need to be mailed directly to your sponsoring member of parliament and can be started without lodging a request
- Address your petition to either the Legislative Council or Legislative Assembly
- Start collecting signatures

### Getting involved

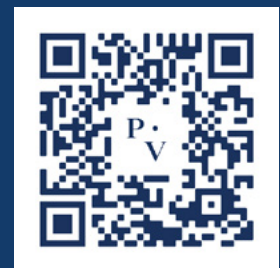
#### Signing a petition

- Search for already active e-petitions on the Parliament of Victoria website via the QR code below.
- For paper petitions, the signatures must be original and handwritten and must appear under the petition text (the explanation) so it is clear what people are signing.

The Legislative Assembly and Legislative Council have different processes when it comes to petitions. You can find out more on the Parliament of Victoria website.



Parliament of Victoria petitions



To find a member of parliament

#### All petitions must include:

- an issue – this is a summary of the problem
- the problem must be a state issue that the parliament is able to deal with, such as roads, public transport and police
- an action – what you want the Parliament of Victoria to do to fix the problem





# Parliament of Victoria

## Contacting an MP

### Members of parliament

Members of parliament (MPs) are elected to the Victorian Parliament by Victorians, to represent all Victorians.

**Each Victorian is represented by six members of parliament:**

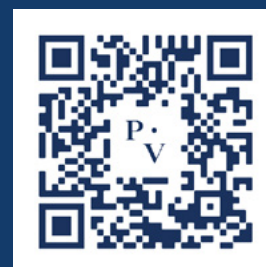
- one in the Legislative Assembly
- five in the Legislative Council

### Getting involved

When contacting a member of parliament about a particular issue, make sure you include:

- the reason you are contacting them
- your views on the issue
- its relevance or importance to you or your local community/communities or the people it impacts
- a possible action or solution

Some members of parliament have specific titles, e.g. The Hon. (or Honourable) for members who are or have been ministers. If you're not sure how to address a member, visit their profile on the Parliament of Victoria website.



To find a member of parliament

### The process

#### How to get in touch

- Identify which MP might be best to contact:
  - you might find that some MPs are more aligned with certain ideas and issues. Contacting an MP that already shares your concerns is maybe a good place to start
- Decide how you would like to contact the MP. You can contact your MP by:
  - sending them a letter or email
  - visiting their electorate office
  - giving them a call
  - speaking to them at a local market or community event
  - posting on their social media channels

#### You might contact a member of parliament to:

- raise and discuss local issues. They may raise these issues in parliament as a constituent question
- ask a member to sponsor your petition
- invite them to an event (make sure you include the event details)

