

# Contacting Members of Parliament



## What is parliament?

In the Australian political system, there are three levels of Government – local, state and federal, that make laws that affect you.

## Why contact a member of parliament?

If you are advocating for an issue, it can be useful to talk to members of parliament.

It is important to identify which level of Government you need to address your advocacy to. If you need some help finding out, you can call your local member of parliament and ask.

## Who is my local member of parliament?

Everyone has a local federal member of parliament who represents the area where you live. You can find contact details for Federal members of parliament on the government website at: [www.aph.gov.au](http://www.aph.gov.au)



*“I spoke to Cassy O’Connor MP about people with disability living in institutions.”*

— Judy



## Phone call to a member of parliament

Calling your Member of Parliament's office can be a good thing to do if you want to raise an issue or get advice on something quickly.

When you call you will likely speak to a staff member.

You should:

- tell them that you are a voter in their electorate (local, state or federal)
- tell them your message and ask them to pass it on to the Member of Parliament.

## Letter to a member of parliament

Writing a letter or email to your member of parliament is a great way to tell them about your concerns. Use the letter to raise your concerns and ask for action.

In the first paragraph:

- include the topic of your letter. For example: "I am writing to you about (provide details) ..."
- choose no more than three important points to focus on - talk about a new point in each paragraph
- make sure your facts are correct
- personalise the issue: explain how the issue affects you, or your community
- give any solutions you have to the issue
- ask for a response at the end of the letter
- end the letter with your contact details.



# Template letter to a member of parliament

**[Your Logo/letterhead]**

**[Salutation and name]** (e.g. Hon. John Doe MLA)

**[Position]** (e.g. Member for [Electorate])

**[Recipient address]**

**[Date]**

Dear [Recipient] (E.g. The Hon John Doe MLA)

**[Introduction]**

Explain who you are and what you are writing about (e.g. My name is Holly and I am writing to you about XXXXXX).

**[Body]**

Explain the key issues in three paragraphs. Include things like:

- any evidence you have (facts, statistics, news)
- how the issue affects you or people you know
- any solutions you know of.



### **[Conclusion]**

End the letter with a request for action.

For example, you can ask your MP to:

- sign a petition
- come to an event
- change a policy
- respond to your letter.

### **[Your details]**

At the bottom you should sign the letter and include:

- your name
- your address
- your phone number
- your email address.

