



A national advocacy movement
Breaking Down Barriers Together

Meeting your Member of Parliament

From the CPActivist Toolkit

Meeting your MP

Meeting your Member of Parliament, or MP, can be daunting. But face-to-face meetings can be one of the most effective ways of engaging and having your views heard.

You may choose to gather together with other like-minded people and visit as a small group.

Who is my MP?

There are a few short steps you can take to find out who your MP is.

1. **Find your electorate:** <https://electorate.aec.gov.au/>
2. **Once you know your electorate, find your MP:** https://www.aph.gov.au/Senators_and_Members/Members
3. **Find contact details for your MPs office:** https://www.aph.gov.au/Senators_and_Members/Guidelines_for_Contacting_Senators_and_Members

Getting in touch

First, send your MP an email. MPs can have several offices and they work a lot out of Canberra and they get out and about in the community as well, especially during election season so you need to make an appointment to see them.

Let them know who you are, who will be at the meeting, what you want to meet about and if you'd rather a phone call, video call or in person. If you need any special access needs make sure you tell them before the meeting.

Make sure you include your name, contact details (pick a phone number you will answer or an email address you check regularly) and most importantly let them know if you or someone in your group during the visit lives in their district otherwise they're more likely to ignore you.

If you don't receive a response in a few business days give them a call and ask to follow up for a meeting. If you have to do this, be polite and informative. Mention that you sent them an email and the date, if it goes to voicemail leave your details and try again tomorrow.

Once you secure your meeting do your research, set an agenda. Go in armed with information and some dot points you want to talk about, even if you know everything off by heart it can help to have a check list in case you end up having a great chat and going off topic, stranger things have happened. Your meeting will probably be 30



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minutes or less so make sure you plan ahead and be prepared to answer your MPs questions in there as well.

Make sure you introduce yourself explain the issue you are discussing and why it matters to you and why it should matter to them. If you have a personal story to share, do so! But remember if you are using anyone else's story make sure you have their permission first. If you are happy for the MP to repeat your story to tell them, otherwise let them know you don't want it repeated.

If you have anything you want your MP to know or read, make sure you bring a copy to leave with them. If they ask you any questions you don't know or for any information you can always send a follow up email to them. If the MP says they're going to follow up with you on anything hold them to account and email or call if you don't hear back in a few weeks.

You can post a photo of your meeting on social media tagging your MP, or send a thank you letter after the meeting. This is a good idea as it will keep you in the mind of the MP after the meeting.

Every Australian Counts also has a handy guide to meeting your MP, which you can find here: <https://everyaustraliancounts.com.au/meet-your-mp/>

Template email requesting a meeting

Dear [MP name],

My name is [your name] and I live in [suburb]. I live in your electorate.

I am writing to you as my local MP to express my concern about [what issue you want to talk to your MP about]. I would like to arrange a meeting to talk about [issue] and the impact it [has/will have] on my life.

[2-3 sentences about why the issue is good/bad and matters to you]

As my local MP I would love to meet you and talk about [issue] so you are aware of the impact they will have on people like me in your community.

I can be contacted [by phone, by video chat, or I can meet you at your local office].

Kind regards, [Your name]