



Template letter to Minister or MP



Remember to personalise your letter as much as possible. Decision-makers are most interested in hearing about your experiences.

<Their name>

Member for <Electorate> /Minister for <Portfolio>

Sent via email <Minister or Member's email>

Dear <Title> <Surname>

What is the problem? – this section should clearly articulate the purpose of your correspondence.

What is your ask? – what are you asking them to do? For example, seek an urgent meeting? Sign a petition? Attend an event?

Evidence of the problem – Why is the problem important? Who is impacted by the problem? Do you have evidence of this? Does it affect a gender or age bracket more than the others?

What is the solution? – this section should describe the proposal in detail. Has the problem been raised or identified by Government? If yes, make reference to the relevant documents.

Case for reform (if writing to a Minister) – Is there data, community support to back this up? Is there wider support for this solution – including local community groups, organisations, other stakeholders

What is your ask? – Reiterate your ask. Is it a meeting? Is it an action.

<Contact information>

Salutation



Example

Our Template Raise the Rate Day of Action Letter

Dear <local member>,

So many in our community are doing it tough. In the last twelve months, rents have risen by about 18 per cent and the cost of food has risen by about nine per cent. While everyone in our community is feeling the impact of these cost-of-living pressures, there are 85,550 Western Australians who are finding it exponentially tougher. Those on the JobSeeker payment of just \$48 per day are being forced to choose between paying their rent or buying enough food and medicine.

It is long past time that we addressed this injustice. That's why, today on the National Day of Action, we, <organisation>, urge you to support the call to raise the rate of income support in the May 2023 federal budget. We cannot leave people with the least behind.

In the last twelve months, our organisation has seen the effects of this. <Insert top line statistics, demand increases, turn away rates, staff burnout, increase costs>.

The 2022 WACOSS Cost of Living Report found that a single, unemployed Western Australian does not have enough income to meet the most basic living costs. Those on \$48 a day are being forced into homelessness and insecure housing, trapped with abusive partners, and locked out of paid work leading to chronic mental and physical health issues.

In the last week the ABS released its census data on homelessness and the situation is shocking. WA has the highest proportion of rough sleepers in the country, a number that has increased 113.8%, double the rate from five years ago.

We are going backwards we urgently need to increase income support payments.

We call on the Federal Government to substantially increase JobSeeker, Youth Allowance and related income support payments in the 2023 budget so as not to leave people in need behind.

We also welcome you to visit <organisation> to see first-hand how the current rate of JobSeeker is impacting our community. Your office can contact <name> at <email> to arrange a time.

Kind regards,

Signature

Name

Title

Organisation



Template Meeting Agenda

(internal document)

Meeting

Location

Date and Time

Primary contact: *Person you are liaising with*

List the attendees and their roles including who you are meeting with:

- Name – Title
- Name – Title

Agenda item	Person responsible	Duration (mins)
Introductions <ul style="list-style-type: none"> • Thank you to the host • Who you are (individuals – names, roles) • Who you are representing (organisation/campaign) 		10 mins
Context – what’s the problem? <ul style="list-style-type: none"> • XX law hasn’t been modified since xx • XX road is dangerous 		5 minutes
Evidence of the problem <ul style="list-style-type: none"> • Why is the problem important? • Who is impacted by the problem? • Do you have evidence of this? • Does it affect a gender or age bracket more than the others? 		5 minutes
What’s your proposed solution? Give detail		5 -10 minutes
Case for reform <ul style="list-style-type: none"> • Is there data to back this up? • Is there wider support for this solution? 		5 minutes
What’s your ask? What would you like the host to do? <ul style="list-style-type: none"> • Speak to a Minister? • Come and see the problem? • Ask questions in Parliament? • Write a letter? 		5 minutes
Questions Leave space for questions to be asked of you		5 minutes



Don't forget to record any actions that come about during the meeting. It is vital you follow through if you have any actions and report back.



It is also good practice to reflect back to the person's office a summary of what was discussed at the meeting, any actions arising, and acknowledgement of their time and support.