



VISITING YOUR MP

Tips on visiting a Member of Parliament

An effective way of conveying your message about a specific legislative issue is to meet personally with a Member of Parliament, their staff and/or a Minister, either at their electorate office or at Parliament House - Sydney.

Simple Steps For A Successful Visit

- **Make an appointment:** Contact a Member's appointment secretary and explain why you desire a meeting. They may ask that you make your request in writing. It is easier for parliamentary staff to arrange a meeting if they know why you are requesting a visit. Also, identify who you represent. Do not just show up on the off chance they will see you.
- **Plan your visit carefully:** know what you want to achieve and identify in advance who you need to visit to achieve your objectives.
- **Be flexible:** don't turn down any opportunity for a visit, even if it's with the Member's staff.
- **Be prompt:** Members of Parliament don't have time to wait on you, be punctual.
- **Be patient:** It is not uncommon for Members to show up to an appointment late or to have a meeting interrupted by a division or vote in the House. Be understanding and flexible.
- **Be clear on your objectives:** Having a clear objective helps you to remain focused and to present the facts in a clear and concise manner. Clearly convey what action you wish the MP to take.
- **Be prepared:** know what you want to say and be equipped with information and materials that support your position. Also, if a member isn't available for a meeting, talk with that member's staff.
- **Be ready to provide a briefing note:** The most effective information to present is a one page briefing note on the issue using brief and clear points. List the outcomes you believe should be achieved. Do not leave them with thick packets of information which rarely get read.
- **Be political:** Demonstrate the connection between your issue and the interests of the Member's constituency. Try to convey to the member how you or your group can be of assistance to him or her. When appropriate, ask for a commitment.
- **Be open to counterarguments:** Be ready for counter arguments to your position, but don't get stuck on them. Do not be argumentative.
- **Be responsive:** Be prepared to provide additional information if the Member expresses interest.
- **Be thankful:** Always thank the MP for his or her time. Follow up your meeting with a thank you letter which outlines the issues you discussed in your meeting.

Be:

Flexible

Prompt

Patient

Clear

Prepared

Ready

Political

Open

Responsive

Thankful
