



COMMUNITY ACTION KIT

**A resource to assist
workplace ambassadors,
union members and delegates
to campaign in their communities
and lobby politicians**

May 2005

COMMUNITY ACTION KIT - MAY 2005

May 2005

Dear union member,

John Howard's government has an industrial relations agenda that means rights at work and the standards of living of all Australian workers are under attack like never before.

Union members around Australia are standing up for their rights at work and the rights of their families and communities. Union members know that minimum wages, award conditions, collective bargaining and the Industrial Relations Commission are worth fighting for and are getting involved in the **your rights at work** campaign.



**Sharan Burrow,
President, ACTU**

On July 1, for the first time, this federal government will have total control of the Senate and only the voice of the Australian people will be able to influence the government's actions. Therefore, to make the campaign a success, we need to keep our campaign visible. We need to build strong public and community support and keep our message in front of federal and state politicians. Strong local campaigns will be the key to the success of the **your rights at work** campaign.

The role of workplace ambassadors, union delegates and members is vital. You and other union members have an important role to play by getting our message across in your own communities and to your local politicians. This toolkit has been prepared to assist and support you in that role.

I have confidence in Australian trade union members and I know you will campaign effectively to make a difference.

I look forward to campaigning together for an Australia where workers have decent rights at work and a fair and just society. Let's stand together and say: "Workers' rights matter!"

A handwritten signature in black ink, appearing to read 'A. Burrow', written in a cursive style.

Sharan Burrow,
President,
Australian Council of Trade Unions

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Contents	Page
The Your Rights At Work Campaign	
What's it all about?	4
Getting Started	
How to use this kit	5
Launching your community campaign	6
What's Going On?	
Key campaign dates	7
What are the facts?	8
What Are We Saying?	
Our key messages	9
Talking about the issues	10
What Can We Do?	
Some campaign activities	11
Using Local Media	12
Other ways to use the media	13
Lobbying Politicians	14
What to say	15
Recording the meeting, writing to politicians	16
Linking With Community Groups	17
Appendices	
1: Labor Councils contact list	
2: Campaign resources	
3: Marginal Liberal seats and National Party seats	
4: Identifying local politicians and electorates	
5: Contact Report sheet	
6: Petition	

Acknowledgment: Thank you to the ASU for the use of material for this kit.

The *Your Rights At Work* Campaign – What's It All About?

Workers' rights in Australia are under an unprecedented attack. The industrial relations agenda of the federal government is to strip away the rights that underpin fairness in our workplaces and lower the standards of living of all Australian workers.

The ***your rights at work*** campaign is a campaign to stand up to this attack and fight for the rights at work of all Australians.

The campaign will involve union "workplace ambassadors" - members who are prepared to get active in their local communities, talk to media and lobby politicians

Our surveys show that the overwhelming majority of Australians are unaware of the federal government's agenda to take away rights at work. Those surveys also show that when people know the facts they are strongly opposed to that agenda.

We need to take make sure everyone has the facts by taking our message out to the public – the communities across Australia.

The ***your rights at work*** campaign is about mobilising union members, getting our message out to communities and building public support. The campaign is also about influencing politicians, from backbenchers to leadership. That's why the first few months of the campaign has three phases – getting union members informed, building public support and lobbying politicians to make a difference.

Key to the success of the campaign are union "workplace ambassadors" - members who are prepared to get active in their local communities, talk to media and lobby politicians. Workplace ambassadors know what the issues are at a workplace level and are prepared to talk about the issues in their communities.

An important part of the information campaign is paid advertising to make sure our message gets into living rooms all over Australia. All parts of the campaign work together, but this kit focuses on equipping union members to campaign in their communities and lobby politicians.

Workplace ambassadors and all union members who stand up for rights at work will be the backbone of this campaign. Congratulations for deciding to stand up for your rights at work.

Getting Started - How To Use This Kit

This is your toolkit, to assist you in your local campaigning. More information is available from your union and on the ACTU website rightsatwork.com.au.

Here's some tips on getting started:

- Campaigning is always more successful if we work together. Get together with workplace ambassadors/delegates/members from your union and form a local campaign committee
- Contact your union organiser and your local Labor Council (see **Labor Councils Contact Lists**, Appendix 1) to link up with other local union committees to pool resources
- Set goals, timeframes and key dates for your local campaign, making sure your goals include informing your local community of the issues and seeking support, making the campaign visible in local media and with local politicians
- Hold a public launch of the your community campaign (see **Launching Your Community Campaign**, page 6)
- Make sure you have all the resources and information you need from the ACTU website (www.rightsatwork.com.au), your union and your local Labor Council (see **Campaign Resources**, Appendix 2)
- Plan an information blitz in your community and seek support from your local community groups
- Plan local events for visibility and keep holding events to maintain that visibility
- Approach your local media to run news stories and blitz radio talkback and letters to the editor with union members' and community supporters' views
- Identify which politicians you need to lobby and start an intensive lobbying campaign of visits, demonstrations, letters, e-mails and letters to local papers
- Meet regularly to check how the campaign is going and share your successes with other union members around the country

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Launching Your Community Campaign

A good way to begin campaigning and to raise awareness in your local community about the issues is to hold a local campaign launch.

How to launch your local campaign

- Make sure you have a campaign committee (see **Getting Started** page 5).
- Arrange a venue for the launch. The venue should be accessible to the public and local media. It could be the Town Hall or it could be a busy shopping mall, a local park or well-known monument to workers' rights.
- Arrange speakers who will attract public and media attention. Are there local celebrities amongst your contacts who would launch the campaign and stand up for rights at work publicly? Contact your Labor Council about arranging for an ACTU leader or local Labor Council leader to speak at the launch.
- Local workers are more interesting to the community and local media. Is there a dispute in your community involving local workers, which highlights the need for workers' rights? Invite those workers to come and provide a spokesperson.
- Are there members of ethnic groups in your community, who could be more vulnerable under the changes? Invite a local leader of an ethnic community to speak in support of the campaign.
- Make the launch visible. Newspapers are much more likely to run a photo of workers and supporters in campaign T-shirts, with banners and balloons. Bring along the whole family. Paint original banners about how the attack on workers' rights is an attack on families and quality of life.
- Invite local community groups, including groups holding family values such as churches and women's groups.
- Appoint a spokesperson from your campaign committee who understands the key messages.
- Contact your local media – newspapers, radio and local television if you have it. (see **Using Local Media** – page 12).

Make the launch visible.
Newspapers are much more likely to run a photo of workers and supporters in campaign T-shirts, with banners and balloons

What's Going On? Key Campaign Dates

The **your rights at work** campaign is a campaign in three stages, focussed on getting the information out, mobilising public support and lobbying politicians.

Your local campaign should reflect those three stages, but getting the information out and building public support will continue to be important throughout the campaign.

Campaign Calendars

It is important that people know what is going on and when. Make sure that someone on the campaign committee is responsible for setting up your own local campaign calendar and keeping it updated.

Check the website (www.rightsatwork.com.au) for information about national events and get information about local events out to members, the public and the media in plenty of time to ensure that events are well known and supported.

CAMPAIGN STAGES

Stage 1
May/June 2005
Main focus - Information

Stage 2
June/July 2005
Main focus - Public

Stage 3
July/August 2005
Main Focus - Political

KEY CAMPAIGN DATES

- **July 1** Howard government takes control of senate
- **June 27 - July 3** National Week of Activities
- **August 8** Parliament sits

Look for information updates on www.rightsatwork.com.au

What Are The Facts?

Our biggest barrier to building public support is lack of public awareness. We must get the facts out to the general public, starting with our workplaces and then our own communities.

Our surveying shows that when Australians know the facts they support the principles of the ***your rights at work*** campaign.

The ACTU has prepared some fact sheets for you to use in your local campaign. The fact sheets will also arm you with the information you need to talk to first of all your workmates, then your family, your next door neighbours, your sports mates and all your networks in your own community.

You can download the fact sheets from the website www.rightsatwork.com.au. Go to **The Action Centre** and click on **Download Campaign Pack**.

On the website you will find:

- A general fact sheet about the attack on workers' rights and the campaign
- Six fact sheets addressing specific aspects of the federal government's proposed changes:
 - Fact Sheet 1 : Remove employment conditions from awards
 - Fact Sheet 2: Change the way minimum wages are set to make them lower
 - Fact Sheet 3: Individual contracts that undercut existing rights and conditions
 - Fact Sheet 4: Keep unions out of workplaces and reduce workers' negotiating and bargaining rights
 - Fact Sheet 5: Abolish redundancy pay and protection from unfair dismissal for people who work in small businesses
 - Fact Sheet 6: Reduce the powers of the independent umpire to settle workplace disputes and set minimum work standards
- Fact Sheet: How will the changes impact on women?

As other fact sheets are prepared they will be available on the website www.rightsatwork.com.au.

What Are We Saying? Our Key Messages

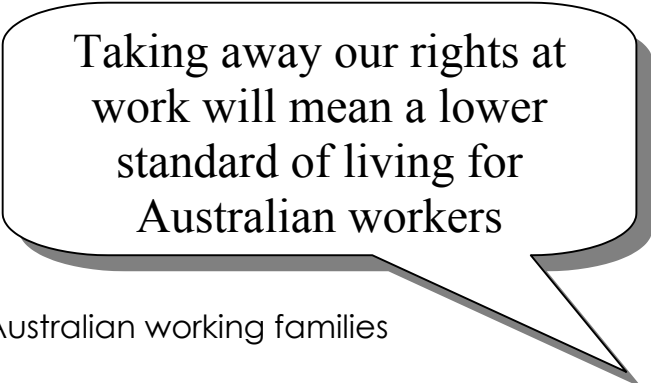
Now we know and understand the facts, we need to communicate those facts to the public. We have to effectively get across our messages to the public, the media and to politicians.

We will communicate effectively and have the most impact if we have summarised the facts to the most important points – our key messages.


It is vital that everyone who is active in the campaign understands and can communicate effectively our key messages, whether we are chatting with our next door neighbour or talking to millions of Australians on national television.

We need to spell out clearly what is wrong with the federal government's planned changes. The key information we need to convey is:

- The federal government wants to take away basic rights at work
- They want to do this making sweeping changes, including:
 - removing conditions from awards
 - keeping minimum wages low
 - using individual contracts (AWAs) to undercut existing rights
- This will mean lower living standards for Australians who are just keeping their heads above water now
- It will benefit big business at the expense of Australian working families
- It will impact on the Australian way of life
- We need to fight for our basic rights at work
- We need unions to protect our basic rights at work



Taking away our rights at work will mean a lower standard of living for Australian workers



We need unions to protect our basic rights at work

Talking About The Issues

When we have raised the issues, we will have the opportunity to talk further about the impact of the changes. Here are some key messages about the main issues:

Issue 1: Removing conditions from awards

- It's a step backwards for Australian workers
- It will make it easier to demand longer working hours and there will be less family time
- It will benefit business at the expense of workers

Issue 2: Keeping minimum wages low

- It will reduce living standards for working people
- It will create a US-style system of working poor in Australia
- We need an independent umpire to set minimum wages that are fair

Issue 3: Using individual contracts to undercut existing rights

- It will force more workers into casualised jobs
- Working people will lose their right to negotiate or bargain collectively
- It will mean a drop in living standards

Issue 4: Keeping unions out of workplaces and reducing workers' bargaining rights

- We need unions to protect basic protections for workers
- Attacking unions' ability to represent workers will remove basic protections
- It's not just an attack on unions. It will affect everyone

Issue 5: Abolishing unfair dismissal laws and redundancy pay rights for almost half the workforce in small business

- You won't have any rights if you work in small business
- There will be no job security any more if they bring this in
- The government thinks workers are disposable

Issue 6: Reducing the powers of the independent umpire to set fair minimum wages and conditions and settle disputes

- The Industrial Commission has ensured that Australia has fair minimum wages and decent workplace standards for 100 years
- If the government takes that away all we'll get is lower workplace standards and longer disputes

What Can We Do? Some Campaign Activities

The success of the campaign depends on union members getting active in their communities. That means planning activities which:

- Inform the public and builds public support for the campaign
- Involves as many as possible of our members
- Gets the attention of local media

There's a whole range of things you can do. Here are a few suggestions:

Stalls in Malls and Markets

Local shopping malls are often the best place to get the attention (and support) of your local community. People often have more time to stop and talk. A table set up in your local mall with a large supply of fact sheets and a group of union members is all you need. Other public areas like civic centres and markets are also suitable - anywhere where people gather. You may need permission to set up a mall display. Find out how from your local council or mall management.

Library Displays

Setting up a display in your local library is a great way of highlighting the campaign.

Campaign on the Run

From marathons to fun runs, to Saturday footy – imagine the visibility of a **your rights at work** team, decked out in campaign T-shirts!

Celebrity Endorsement

Celebrities always attract attention, especially from media. Ask local celebrities to endorse the campaign, to appear at a stall in the mall for a photo opportunity.

Meeting local groups

Plan to meet with as many groups in your community as possible. (See **Linking With Community Groups**, page 17).

Using Local Media

Local media is interested in issues with a local angle. When you set up your campaign committee, allocate the task of contacting the editors of local papers, chief reporters of local radio stations and local TV stations if you have one.

Getting media coverage

- Contact your local media and discuss the campaign
- Let the media know that you can supply background information
- Give your contact details and make sure a spokesperson is available
- Supply background material
- Follow up with a reminder phone call
- Make sure somebody is designated to talk to the media at the event

Your event is “media worthy” if:

- The event is taking place locally and involves local people
- The event impacts on the community
- The event is interesting or different
- The event is a photo opportunity and will be lively, colourful and interesting
- The event has “human interest” – that is local “real” people

Using local radio to campaign



When you are planning your local media strategy don't forget radio. Thousands of people listen to local radio all day (and night).

Contact your local stations prior to a campaign event and let them know it is coming up. Remember to give phone contact details and keep your phone on for them to come back to you.

In a radio interview keep your comments short and to the point. Generally, you have between 10 - 20 seconds to make your point on commercial radio on what is called a "sound bite".

Local Television

To achieve television coverage, your event should be visually interesting, or "telegenic", focussing on local people. Contact local television and let them know your event will be bright and colourful, with lots of banners, a cross section of your community and interesting speakers, including a local celebrity.

Other Ways To Use The Media

Getting news stories is not the only way to get the best out of local media and communicate our issues to the public. Two very effective ways to get our message across are letters to the editor and using radio talkback.

Letters to the Editor

The letters section is one of the most well read sections of the newspaper. Filling up letters sections with letters on the campaign issues is a good way to raise the issues and can lead to news coverage of the issues.

Identify someone in your campaign committee to take responsibility for noting when relevant stories or events are covered in your local paper or other media and alert the letter writers! This can provide a role for community supporters who want to assist the campaign.

Use the information in the fact sheets and key messages and start writing. Check the guidelines in the paper you are sending letters to. Generally letters should be no more than 200 words long and should include your name and address. **Remember – your letter is more powerful if you tell your own story.**

Radio Talkback

Thousands of Australians listen to radio talkback day and night and it is essential to use it as a forum to build support. The Government also monitors talkback radio as a way of keeping track of public opinion. Use your phone networks to alert supporters when the campaign is being discussed on the airwaves and jam the phone lines!

Tips for radio stars

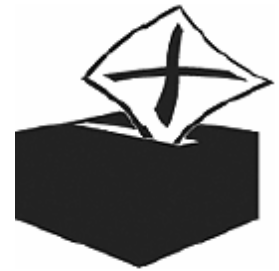
Make sure you are clear about the points you want to make before you call. Write some notes and keep them close by.

Talkback hosts like speaking to "real people" like you - so don't be scared. They generally save the tough questions for politicians and union officials. If you are asked a question you don't know how to answer, don't be afraid to say so.

- Speak clearly - not too fast and not too slow - and be pleasant and friendly
- Avoid using jargon. Most people won't have a clue what you're on about
- Never get defensive, angry or argumentative
- Most importantly, tell your own story – why you know this attack on workers' rights is bad for workers like you and your family

Lobbying Politicians

The key aim of our campaign is to influence politicians, through building public support for the campaign and by directly targeting the politicians themselves.



Lobbying in marginal seats

It is vital that we put strong pressure on Liberal MPs and senators in marginal seats to make it clear to them that they are under pressure if they support the federal government's IR agenda against the will of their local constituents. It is also important that we lobby National Party MPs, who may be unsure about supporting the changes. (See **Marginal Liberal seats and National Party seats**, Appendix 3).

Lobbying local politicians

It is the job of your local Member of Parliament to represent the view of his or her constituents. Local politicians need to know that their constituents oppose the IR agenda and feel strongly about this attack on rights at work.

The campaign is about keeping the heat on politicians. While lobbying visits are very important, it is also important to keep your politicians aware that the public campaign is building. You can keep the heat on your local politicians with:

- Requests for follow up meetings
- Telephone calls and e-mails from concerned members of the community
- Letters to the editor calling for local politicians to support rights at work
- Regular demonstrations outside the politician's office, calling for rights at work

Organising a lobbying visit

- Find out who your local MPs are (see Appendix 4)
- Contact your MP's office and arrange an appointment for your delegation
- Arrange as big a delegation as possible
- Prepare your key messages and designate a speaker
- Meet to ensure everyone understands the facts and key messages
- Decide who will take notes to report back on the visit

Step 1: Setting up the appointment

Telephone the MP's/politician's office and request a meeting. Say:

"My name is I live in 's electorate. I want to make an appointment to visit with others in the community to discuss the federal government's proposals to change industrial relations laws. When is the next available time for us to visit?"

Lobbying Politicians – What To Say

Some people are nervous about visiting politicians and people most find it helpful to write down the key points and practice before the visit. Below are some scripts to assist you, which are guidelines to use with your own words and experience.

Step 2: The Visit

The delegation spokesperson should begin the meeting by saying:

***“Good morning/afternoon etc Mr/Mrs/Ms etc.
My name is I am a (nurse,
retail worker/firefighter etc) living/working in
this community.”***

The others in your delegation should introduce themselves, saying their name and the work they do. If they are not currently working they should say they are there because they are concerned about their family and their community.

Explain why you have come, beginning:

***“We have come to see you today because you
are our representative in Parliament/the senate.
As members of this community and as Australian workers, we are concerned about
the federal governments’ industrial relations agenda.”***

Tell the politician how many voters you represent, (for example, the number of union members covered by your local Labor Council or the members at your workplaces).

Go through the issues in the fact sheets, point out your concerns and use the key messages. Refer to your community, illustrating your points with any current local disputes. Explain that people in your community are just keeping their heads above water and are opposed to the federal government’s attack on their rights at work.

Don’t be put off if the politician says you have got it all wrong. Politely make it clear that workers understand their rights best and repeat your concerns. If the politician asks a technical question point out that you do not need a detailed legal knowledge to understand workers’ rights.

At the end of the meeting ask the politician to show support by:

- Making a public statement opposing the changes
- Talking to the Prime Minister about the issues
- Addressing a local meeting on the issues

Emphasise the widespread community support for the campaign

Stress the importance of workers' rights for all Australians

Make sure individual workers tell their stories

Ask the politician to support their constituents

COMMUNITY ACTION KIT - MAY 2005

Recording the meeting

Make a record of the meeting. You could use the form prepared by the ASU (see **Contact Report Sheet**, Appendix 5) and don't forget to send a copy to your local Labor Council.

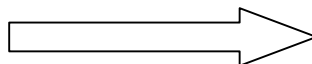
Writing to politicians

Writing letters (or e-mails) is an effective way of lobbying politicians. Politicians have an obligation to answer all constituents' letters. If you can demonstrate that your concerns are of constituency interest the MP will take more notice.

Politicians get hundreds of letters a week. In order to ensure yours is noticed:

- Keep it concise (no more than one side of A4)
- Get your facts right
- Identify yourself as a constituent
- Write both individual and group letters
- Ask your politician specific questions
- Follow up with a phone call to make sure your concerns are taken seriously

Here is a sample letter from a worker in aged care.



Use it as a guideline and include your own experiences and concerns.

You can use similar letters to send to the letters to the editor section of the paper.

Dear.....(name of MP / politician)

My name is I work as a kitchen hand in aged care. I work 23 hours a week and earn \$18,000 a year. Like thousands of other workers in our sector, I rely on the minimum wage increases. I am married with two children.

I am writing to raise with you my concerns and the concerns of my work mates about the federal government's industrial relations agenda.

The aged care sector is in crisis. Our pay rates are pitiful, staffing levels too low and we are struggling to survive. This impacts on the most vulnerable people in our community, our older people who need care in an aged care facility.

Retaining the award and access to the Industrial Relations Commission to set a fair pay level is absolutely critical in our sector. The workers I work with every day do not want AWAs. If we lose the few conditions that we have, such as penalty rates, we are very concerned at the impact on our families.

The changes will impact on the standards of living and family life across Australia.

As our local representative I ask you to represent the interests of our community by rejecting the proposed industrial relations changes.

I look forward to hearing from you.

Yours Sincerely

.....(your name)

Linking With Community Groups

Removing rights at work will not only impact on workers. It will impact on the wider community. Standards of living and quality of life will fall as a result of the proposals.

Different groups in our communities will have different issues. Identify their concerns. Many community groups will be interested in the impact on families. Sports groups may be interested in the impact of flexible working hours on their pool of volunteers.

Draw up a list of local community groups, drawing on the networks in your campaign committee to set up meetings, including any multi-lingual members of your committee or union.

Map and record the list of groups, including contact numbers, who is allocated to contact the group and upcoming events, such as meetings. (See **Community Group Contact Sheet**, Appendix 5).

Using the petition and other resources

The fact sheets are a resource to explain the federal government's IR agenda. You may also find the petition (see **Petition**, Appendix 6) a useful tool in community campaigning. Once people know what the issues are and support them, they will want to demonstrate support. You can use the petition to mobilise your community around to oppose the proposals. Have plenty of copies available at street stalls and when visiting community groups.

Getting started in your community

- Make a list of local groups including all those union members are involved in
- Divide up the groups and decide who will contact them
- Make contact (phone calls are most effective) and offer to attend their next meeting
- Make sure the speaker is aware of the issues of concern to that particular group – for example family issues, casualisation, low minimum wages
- Take fact sheets and copies of the petition so they can demonstrate support
- Ask them to support local events/activities and to contact their MPs

Who to visit

You'll know what groups are active in your community. You can start with a list of:

- Women's Groups
- Sports clubs
- Ethnic groups
- Schools
- Churches
- Other faith based groups
- Social justice groups
- Residents groups

Appendix 1: Labor Council Contact List

<u>Labor Council</u>	<u>Telephone</u>	<u>Website/Email</u>
Queensland Council of Unions	(07) 3846 2468	info@qcu.asn.au
Bundaberg Provincial Council	(07) 4123 0800	
Cairns Provincial Council	(07) 4036 1214	
Gladstone Provincial Council	(07) 4972 6676	
Ipswich Provincial Council	(07) 3281 0083	
Mackay Provincial Council	(07) 4944 1388	
Mt Isa Provincial Council	(07) 4743 5581	
Rockhampton Provincial Council	(07) 4922 5390	
Sunshine Coast Provincial Council	(07) 5441 7878	
Toowoomba Provincial Council	0404 820 629	
Townsville Provincial Council	(07) 4772 6277	
Unions ACT	(02) 6247 7844	unionsact@unionsact.org.au
Unions NSW	(02) 9264 1691	mailbox@labor.org.au
Barrier Industrial Council	(08) 8087 4996	bicbh@ruralnet.net.au
Central Coast Trades & Labour Council	(02) 4362 7551	centralcoasttlc@unions.org.au
Goulburn District Trades & Labour Council	(02) 4821 8388	
Newcastle Trades Hall Council	(02) 4929 1162	gary@newtradeshall.com
Orange Trades & Labour Council	(02) 6362 4044	
South Coast Labour Council	(02) 4229 2888	sclc@ihug.com.au
Tamworth District Trades & Labour Council	(02) 6766 5488	
Upper Hunter Trades & Labour Council	(02) 6545 1936	clwatson@hunterlink.net.au
Wagga Wagga Trades & Labour Council	(02) 6921 4316	
Unions NT	(08) 8941 0001	nttlc@octa4.net.au
Unions Tasmania	(03) 6234 9553	admin@unionstas.com.au

SA Unions

Port Pirie Trades & Labor Council (08) 8632 3402
South East Trades & Labor Council (08) 8725 8801
United Trades & Labor Council (08) 8645 7115
Whyalla

utlc@utlc.org.au

awupirie@centralonline.com.au

Unions WA

(08) 9328 7877

unionsyes@tlcwa.org.au

Victorian Trades Hall Council

(03) 9662 3511

info@vthc.org.au

Ballarat Trades & Labour Council (03) 5332 3666
Bendigo Trades Hall Council (03) 5443 5173
Geelong & Region Trades & Labour Council (03) 5221 1712
Gippsland Trades & Labour Council (03) 5134 3385
Goulburn Valley Trades & Labour Council (03) 5831 5331
Mallee Murray Trades & Labour Council (03) 5022 1926
North East Trades & Labour Council (02) 6024 5881
South West Trades & Labour Council Inc. (03) 5523 4272
Victorian Regional Trades & Labour Councils Association (03) 5221 1712

Appendix 2: Campaign Resources

The following resources have been prepared for the campaign:

- A dedicated website www.rightsatwork.com.au, with campaign news, information, material, activities and education packs
- A national campaign flyer (available on the website)
- Fact sheets (available on the website)
- National campaign posters(contact your union)
- Other resources, such as T-shirts, stickers and placards (contact your union or Labor Council)
- National campaign petition (available on the website and Appendix:5)
- This Community Action Toolkit

Appendix 3: Marginal Liberal Seats and National Seats

Seats with National MPs

Mallee	Victoria
Maranoa	Queensland
Riverina	NSW
Gwydir	NSW
Parkes	NSW
Lyne	NSW
Wide Bay	Queensland
Dawson	Queensland
Gippsland	Victoria
Cowper	NSW
Hinkler	Queensland
Page	NSW

Marginal Liberal Seats

McMillan	Victoria
Bennelong	NSW
Moreton	Queensland
Bass	Tasmania
Eden-Monaro	NSW
Stirling	WA
Hasluck	WA
Braddon	Tasmania
Makin	South Australia
Wakefield	South Australia
Greenway	NSW
Bonner	Queensland
Kingston	South Australia

Appendix 4: Identifying Local Politicians and Electorates

Federal MPs

- Find out your federal electorate and your MP on the Australian Electoral Commission website: <http://www.aec.gov.au/esearch/main.htm>
- Find out more information about federal MPs on the House of Representatives website: <http://www.aph.gov.au/house/members/index.htm>
- Phone your Labor Council

Federal Senators

- Find out who your federal senators are on the Senate website: <http://www.aph.gov.au/Senate/senators/>
- Phone your Labor Council

State MPs

- Phone your local electoral commission or your Labor Council

Background

The more you know about your local representative the better you will be able to lobby them. You should be able to access a brief biography online at the Parliament / Council website. They may also have a more detailed personal website. Have a look at: www.aph.gov.au/house/members/index.htm

The Federal Parliamentary Handbook also includes biographies of federal politicians:

<http://www.aph.gov.au/library/handbook/index.htm>

Contact Report prepared by: _____

Name of MP / Senator / Councillor	
Date of Meeting	
Subject	
Who attended	
Which campaign issue(s) discussed	
Action agreed	
Any further comments	
Matters for follow up and by whom	
Your contact phone number:	

KEEP A COPY FOR YOUR RECORDS AND FAX A COPY TO YOUR UNION

