



PARLIAMENT of AUSTRALIA  
FREQUENTLY ASKED QUESTIONS

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## How do I address a member of Parliament?

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<b>Position</b>	<b>Prime Minister</b>
Envelope	The Hon. Julia Gillard, MP Prime Minister of Australia
Salutation	Dear Prime Minister
Conclusion	Yours faithfully
How to address orally	Prime Minister or Ms Gillard
<b>Position</b>	<b>President of the Senate (when writing formally)</b>
Envelope	Senator the Hon. John Hogg President of the Senate
Salutation	Dear Mr President
Conclusion	Yours faithfully
How to address orally	Mr President or Senator Hogg
<b>Position</b>	<b>President of the Senate (when writing to the President in their electoral capacity)</b>
Envelope	Senator the Hon. John Hogg
Salutation	Dear Senator or Senator Hogg
Conclusion	Yours faithfully
How to address orally	Senator
<b>Position</b>	<b>Speaker of the House of Representatives (when writing formally)</b>
Envelope	Mr Harry Jenkins, MP Speaker of the House of Representatives

Salutation	Dear Mr Speaker
Conclusion	Yours faithfully
How to address orally	Mr Speaker or Sir or Mr Jenkins
<b>Position</b>	<b>Speaker of the House of Representatives (when writing to the Speaker in their electoral capacity)</b>
Envelope	Mr Harry Jenkins, MP Speaker of the House of Representatives
Salutation	Dear Mr Jenkins
Conclusion	Yours faithfully
How to address orally	Mr Speaker or Sir or Mr Jenkins
<b>Position</b>	<b>Minister (Senate)</b>
Envelope	Senator the Hon. Chris Evans Minister for Immigration and Citizenship
Salutation	Dear Minister
Conclusion	Yours faithfully
How to address orally	Senator or Minister
<b>Position</b>	<b>Minister (House of Representatives)</b>
Envelope	The Hon. Stephen Smith, MP Minister for Foreign Affairs
Salutation	Dear Minister
Conclusion	Yours faithfully
How to address orally	Minister or Mr Smith
<b>Position</b>	<b>Assistant Treasurer (House of Representatives)</b>
Envelope	The Hon. Chris Bowen, MP Assistant Treasurer, Minister for Competition Policy and Consumer Affairs
Salutation	Dear Assistant Treasurer
Conclusion	Yours faithfully
How to address orally	Minister or Mr Bowen
<b>Position</b>	<b>Parliamentary Secretary</b>

Envelope	The Hon Julie Collins, MP Parliamentary Secretary for Community Services
Salutation	Dear Ms Collins
Conclusion	Yours faithfully
How to address orally	Ms Collins
<b>Position</b>	<b>Senator</b>
Envelope	Senator Mark Bishop Senator for Western Australia
Salutation	Dear Senator
Conclusion	Yours faithfully
How to address orally	Senator
<b>Position</b>	<b>Member (House of Representatives)</b>
Envelope	Mr Michael Danby, MP
Salutation	Dear Sir
Conclusion	Yours faithfully
How to address orally	Mr Danby

### Who can use the title Honourable?

A Member or Senator who becomes a Minister is appointed to the Executive Council and thus has the title 'Honourable' while they remain Executive Councillors. It rests with the Governor-General to continue or terminate membership of the Executive Council and consequently the right to the title. With one exception, Ministers appointed to the Executive Council have not in the past had their appointment to the Council terminated upon termination of their commission and hence have retained the title 'Honourable' for life.

Parliamentary Secretaries also have the title 'Honourable' when, as has been the recent practice, they have been appointed to the Executive Council.

It is established custom for a Member who is elected Speaker to use the title 'Honourable' during his or her period of office and to be granted the privilege of retaining the title for life if he or she serves in the office for three or more years.

Source: [House of Representatives Practice \(5th edition\)](#)

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Comments to: [web.library@aph.gov.au](mailto:web.library@aph.gov.au)

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