



**micah**  
*DO JUSTICE TOGETHER*

# DELEGATE HANDBOOK

**Voices for Justice 2018**

**DECEMBER 1 – 4, CANBERRA**



WELCOME TO

# Voices for Justice 2018

I am so pleased that you have joined us for these life-changing four days. This is a significant Voices for Justice; the first since Micah was rebooted earlier this year.

As an organisation, we have a vision to see every Australian Christian as an advocate for the world's most poor, vulnerable and oppressed; and this gathering is just a small step towards that.

This is an important event for the bringing together of the body of Christ to present a unified front to our nations' leaders, it's about raising our voice for those who need it most. It's about transcending politics and speaking to a greater narrative of God's hope and restoration plan for the world.

And, it's about bringing Glory to Him as we interact with elected leaders, treating them with great respect and humility.

I pray that you would be inspired, equipped, refreshed and challenged during this time.

It's going to be a big few days, so take some time to pray, reflect and get to know those around you.

Thank you for adding your voice to our call to justice. I pray that this event will leave an indelible impact on you as you continue to be a change maker in your community.

Together for justice, mercy and humility.

## **Tim Costello**

Micah Australia Executive Director

*Micah Australia wishes to acknowledge the traditional custodians of the land we are meeting on, the Ngunnawal people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this city and this region.*

# Contents

<b>Contacts</b>	4
<b>Program</b>	6
<b>Workshops</b>	10
<b>Lobby Group Breakout Sessions</b>	12
<b>MP Meeting Guide</b>	14
<b>Logistical Information</b>	24
<b>Parliament House Information &amp; Maps</b>	26
<b>Australian Centre for Christianity and Culture Information &amp; Maps</b>	31
<b>Social Media Guide</b>	34
<b>Local Media Guide</b>	35
<b>What to do after Voices for Justice</b>	39

# Contacts

During the event, if you have any questions, please contact your lobby group leader first. If they are unable to help, contact the relevant person below.

**Voices for Justice Coordinator**  
**Senior Advisor (MP Meetings)**  
**Policy Advisor and Briefings**  
**First Aid Officer**  
**First Aid Officer**

**Shelly McKewin** 0421 606 439  
**Beck Wilesmith** 0403 569 773  
**Gershon Nimbalker** 0457 363 601  
**Lexie Keller Sheard** 0411 444 505  
**Nic Nelson** 0474 543 158



# Do Super differently

Provide microfinance  
while still growing  
your retirement  
savings.

Discover the impact your Super could be having  
[www.christiansuper.com.au/impact](http://www.christiansuper.com.au/impact)

Christian Super 

1 DEC 2018

# Saturday

Location: Australian Centre for Christianity and Culture

10:00	<p><i>LOBBY GROUP LEADERS REGISTRATION</i>  <b>The Pavillion foyer</b>                  Please check in at the registration desk first.</p>
10:30	<p><i>LOBBY GROUP LEADERS BRIEFING</i>  <b>The Pavillion</b></p>
11:00	
11:30	
12:00	<p><i>MAIN REGISTRATIONS OPEN</i>  <b>The Chapel foyer</b>                  Come and grab your registration pack and find a seat in the chapel, ready for the opening session at 1pm.</p>
12:30	
13:00	<p><i>MAIN SESSION: OPENING WITH THE MICAH TEAM</i>  <b>The Chapel</b>                  Welcome and the journey we will go on during VFJ.  <b>Tim Costello:</b> "Why this is our Micah Moment"</p>
13:30	
14:00	<p><i>POLICY BRIEFING: GERSHON NIMBALKER AND BECK WILESMITH</i>  <b>The Chapel</b></p>
14:30	<p>An overview of our policy asks and engagement tools at #VFJ18.</p>
15:00	

15:30	<p><i>AFTERNOON TEA</i>  <b>Outside</b></p>
16:00	<p><i>FIRST LOBBY GROUP BREAKOUT</i>  <b>Various locations on site</b>                  This is your opportunity to meet your lobby group, share your own story, and start to identify some roles within the team based on where everyone is at in their advocacy journey.</p>
16:30	
17:00	
17:30	<p><i>DINNER</i>  <b>Outside</b>                  Dinner is provided on site. Please enjoy this time of fellowship with other delegates which will conclude with a formal Welcome to Country.</p>
18:00	
18:30	
19:00	<p><i>MAIN SESSION AND KEYNOTE ADDRESS</i>  <b>The Chapel</b>  <b>Adam Taylor:</b> "Mobilising Hope – My Story"                  Adam will share his incredible journey of advocacy. He will personally walk us through his experience as a faith inspired activist: from grassroots, to World Vision, to the White House, the World Bank, Sojourners and more!</p>
19:30	
20:00	<p><i>CLOSE</i>  <b>The Chapel</b>                  A wrap up of the day and what you can expect tomorrow.</p>
20:30	

2 DEC 2018

# Sunday

Location: Australian Centre for Christianity and Culture

8:00	<p><i>OPTIONAL: PILGRIM'S WALK</i></p> <p><b>Meet at the Pilgrim's Poles</b></p> <p>If you are up for an early start, you can join Right Reverend Professor Stephen Pickard (Executive Director of the Australian Centre for Christianity and Culture) on the Pilgrim's Walk. The Walk is a physical expression of the ACCC's commitment to reflect the relationship between Christianity and Australian culture.</p>	14:30	
8:30		15:00	<p><i>MOCK LOBBY MEETING</i></p> <p><b>The Chapel</b></p>
9:00	<p><i>MAIN SESSION: HOSTED BY THE MICAH TEAM</i></p> <p><b>The Chapel</b></p> <p>Welcome, devotion, prayer and worship.</p>	15:30	<p><i>AFTERNOON TEA</i></p> <p><b>Outside</b></p> <p>Grab some afternoon tea and head to your third lobby group breakout session!</p>
9:30		16:00	<p><i>THIRD LOBBY GROUP BREAKOUT: MOCK LOBBY MEETINGS</i></p> <p><b>Various locations onsite</b></p> <p>This is your final chance to meet with your lobby group before meetings kick off on Monday. Try a mock lobby group meeting and some role play and finalise your plan of attack for tomorrow!</p>
10:00	<p><i>MORNING TEA</i></p> <p><b>Outside</b></p> <p>Grab some morning tea and head to your second lobby group breakout session!</p>	16:30	<p><i>2019 MICAH LAUNCH WITH MATT DARVAS</i></p> <p><b>The Chapel</b></p> <p>Hear from Micah Australia's Campaign Director as we approach 2019!</p>
10:30	<p><i>SECOND LOBBY GROUP BREAKOUT</i></p> <p><b>Various locations</b></p> <p>Continue working through the policy engagement tools for your lobby meetings. Establish exactly 'who will say what' and look at how you might tailor your approach based on any background information you have on each parliamentarian in the Advocacy Tracker tool.</p>	17:00	<p><i>MAIN SESSION AND KEYNOTE ADDRESS</i></p> <p><b>The Chapel</b></p> <p><b>Adam Taylor:</b> "Mobilising Hope – 'Your Story'"</p>
11:00		17:30	<p>What is God calling the Church to do? What is God calling us as individuals to do? What does it mean to be 'prophetic'?</p>
11:30		18:00	<p><i>CLOSE</i></p> <p><b>The Chapel</b></p> <p>Worship and prayer as we commit our time in Parliament House to God.</p>
12:00	<p><i>LUNCH</i></p> <p><b>Outside</b></p> <p>Lunch—go local! There are plenty of great local options around for your Sunday lunch, or if you'd prefer to bring your own you are welcome to do so while enjoying the grounds of the ACCC. Please make sure you are back at The Chapel by 1:30pm.</p>	18:30	<p><i>DINNER</i></p> <p><b>Your Choice</b></p> <p>This is your chance to gather with those you've travelled with – friends, work colleagues or gather a few people you've never met before and go out for dinner! There are some local dinner ideas available in your delegate handbook. A few of our member organisations may also arrange a dinner gathering for their supporters.</p>
12:30		19:00	
13:00	<p><i>ROSS PIPER – CHRISTIAN SUPER</i></p> <p><b>The Chapel</b></p>	19:30	
13:30	<p><i>GUEST PANEL: HOW TO SPEAK TO A POLITICIAN</i></p> <p><b>The Chapel</b></p> <p>Have all your questions answered about engaging with politicians by those who have worked 'up close and personal' with them before.</p>		
14:00			

3 DEC 2018

# Monday

## Location: Parliament House

Please note while there will be a number of workshops and activities you can choose to attend at Parliament House, your priority is always your lobby group's meetings with parliamentarians.

7:00	<p><i>VOICES FOR JUSTICE LAUNCH AT PARLIAMENT HOUSE!</i></p> <p><b>Front Lawns of Parliament House</b></p> <p><b>Theme: Beating Extreme Poverty. We are doing it together!</b></p> <p>Meet at 7am sharp on the front lawns. We will be joined by politicians and the media for photos and speeches. Take some time to mingle and chat with those politicians present.</p>	13:30	<p><i>LOBBY MEETINGS</i></p> <p><b>WORKSHOP 1 SIGN IN</b></p> <p><b>Main lobby</b></p> <p>Make your way to the main lobby and be escorted to workshop 1 by the Micah team. (80 people max)</p>
7:30	<p>Meet at 7am sharp on the front lawns. We will be joined by politicians and the media for photos and speeches. Take some time to mingle and chat with those politicians present.</p>	14:00	<p><b>WORKSHOP 1</b></p> <p><b>Location TBC</b></p> <p><b>Tactics for faith-based activism</b> – hosted by Adam Taylor.</p>
8:00		14:30	
8:30	<p><i>SIGN INTO PARLIAMENT HOUSE</i></p> <p><b>Main entrance</b></p> <p>Assemble at the main entrance of Parliament House ready to go through security when doors open at 9am. Please let your #VFJ18 colleagues who have an early meeting go ahead of you in the line. Then wait in the main lobby to be signed in by the Micah team. You will need your Photo ID!</p>	15:00	
9:00	<p><i>LOBBY MEETINGS</i></p>	15:30	
9:30	<p><i>SIGN IN TO POLITICIAN'S ADDRESS SESSION</i></p> <p><b>Main lobby</b></p> <p>Make your way to the main lobby and be escorted to this session by the Micah team. (80 people max)</p>	16:00	<p><i>IN CONVERSATION WITH SENATOR</i></p> <p><b>CLAIRE MOORE</b></p> <p><b>The Theatre</b></p> <p>Hear the Shadow Minister for International Development and the Pacific, Senator Claire More, speak about her 18 years experience in Parliament as an advocate for the world's poor.</p>
10:00	<p><i>POLITICIAN'S ADDRESS: ANNE RUSTON</i></p> <p><b>Senate Committee Room 2S1</b></p> <p>Hear directly from Australia's Assistant Minister for International Development and the Pacific.</p>	16:30	
10:30		17:00	<p><i>DEBRIEF</i></p> <p><b>The Theatre</b></p> <p>A debrief of Monday's events as well as any final instructions for Tuesday.</p>
11:00		17:30	<p><i>CLOSE AND DINNER</i></p> <p><b>Your Choice</b></p> <p>If your final meetings are finished for the day, you are free to head out for dinner or back to your accommodation.</p>
11:30		18:00	
12:00		18:30	
12:30			
13:00			

4 DEC 2018

# Tuesday

## Location: Parliament House

Please note while there will be a number of workshops and activities you can choose to attend at Parliament House, your priority is always your lobby group's meetings with parliamentarians.

8:30	<p><i>SIGN INTO PARLIAMENT HOUSE</i></p> <p><b>Main entrance then Main Lobby</b></p> <p>Assemble at the main entrance of Parliament House ready to go through security when doors open at 9am. If you have a 9:30am meeting, you will need to be through security ready for sign in by 9:15am at the latest.</p>	13:30	<p><i>LOBBY MEETINGS</i></p> <p><i>OPTIONAL: QUEUE FOR QUESTION TIME</i></p> <p><b>House of Representatives Public Gallery</b></p> <p>If you are free and want to attend Question Time, join the general admission queue before 2pm.</p>
9:00	<p><i>LOBBY MEETINGS</i></p>	14:00	<p><i>OPTIONAL: QUESTION TIME</i></p> <p><b>House of Representatives Public Gallery</b></p> <p>Note: Some groups may have meetings straight after Question Time, in that case please leave early (2:45pm) and head to the foyer to be escorted to your meeting.</p>
9:30		14:30	
10:00	<p><i>WORKSHOP 2 SIGN IN</i></p> <p><b>Main lobby</b></p> <p>Make your way to the main lobby and escorted to workshop 2 by the Micah team. (80 people max)</p>	15:00	<p><i>WORKSHOP 4 SIGN IN</i></p> <p><b>Main lobby</b></p> <p>Make your way to the main lobby and be escorted to workshop 4 by the Micah team. (80 people max)</p>
10:30	<p><i>WORKSHOP 2</i></p> <p><b>Senate Committee Room 2S1</b></p> <p>Global Poverty and Climate Change – hosted by TEAR Australia and Caritas Australia</p>	15:30	<p><i>WORKSHOP 4</i></p> <p><b>Senate Committee Room 2S3</b></p> <p>Modern Day Slavery – hosted by International Justice Mission and Stop the Traffik</p>
11:00		16:00	
11:30	<p><i>WORKSHOP 3 SIGN IN</i></p> <p><b>Main lobby</b></p> <p>Make your way to the main lobby and be escorted to workshop 3 by the Micah team. (80 people max)</p>	16:30	
12:00	<p><i>WORKSHOP 3</i></p> <p><b>Senate Committee Room 2S1</b></p> <p>The Global Refugee Crisis: From Congo to #KidsOffNauru – hosted by Caritas Australia and World Vision Australia.</p>	17:00	<p><i>CLOSING SESSION</i></p> <p><b>By the fountain out the front of Parliament House</b></p> <p>A final gathering to pray and give thanks for our time together at #VFJ18 for those who do not need to start the journey home right away.</p>
12:30		17:30	
13:00			

# Workshops

As well as input in main sessions, you have the opportunity to attend four fantastic workshops over the Monday–Tuesday while in Parliament House. These are open to all delegates, but please note that your lobbying meetings take priority over these if you have a meeting booked with an MP while these are on.



## **MONDAY 3 DECEMBER**

### **2 – 3pm Workshop 1 TBC**

#### **Tactics for Faith-based Activism with Adam Taylor**

Adam will unpack what it means to effectively undertake ‘faith-based activism’ in today’s society, walking you through the tools and skills that are necessary to make an impact. He’ll also share, from his years of experience, about the role of individuals in ‘prophetic advocacy’ in the public sphere.

**TUESDAY 4 DECEMBER****10:30am – 11:30am Workshop 2 2S1****Global Poverty and Climate Change with TEAR Australia and Caritas Australia**

What is the link between global poverty and climate change? And what is our role as Christians? Two organisations leading this conversation will share about the implication between climate change and secure, reliable livelihoods for the world's poor. They'll also delve deeply into helping you understand your place in renewing the earth and empower you to respond in ways that are meaningful and have impact.

**12pm – 1pm Workshop 3 2S1****The Global Refugee Crisis: From Congo to #KidsOffNauru with Caritas Australia and World Vision Australia**

Join Lulu Mitshabu, the Caritas Program Coordinator for the Democratic Republic of the Congo, as she shares from her personal and professional experience, on the link between global violence, conflict and the growing refugee crisis. Lulu will share exclusively about the current work of Caritas in the Congo as well as the stories of brave men and women they are helping.

Quinton Clements, Government Relations Manager from World Vision Australia will give his insight into the recent Kids Off Nauru campaign. Hear his insight into why this campaign has managed to capture the attention of the public, and how it's helped to put the Global Refugee Crisis back on the public agenda in Australia.

**3:30pm – 4:30pm Workshop 4 2S3****Modern Day Slavery with International Justice Mission and Stop the Traffik**

Modern slavery has been in the spotlight this year in Australia. Hear from two organisations working on the frontline in the fight against human trafficking and slavery. Jacob Sarkodee, Director of Strategic Partnerships at IJM will share about their work specifically countering the rise of cybersex trafficking. Fuzz and Carolyn Kitto from Stop the Traffik will speak to their incredible journey to see effective Modern Slavery legislation moved through the Federal Parliament in 2019.

# Lobby Group Break Out Sessions

## First lobby group breakout

Outcome of this session:

This is your chance to get to know each other, share a bit of your story and start to go through the policy briefings together.

- Introduce yourself to the group and share a bit about why you are at VFJ.
- Share your personal advocacy journey and experience (this will help to identify who might be comfortable doing which roles in the meetings).
- Go through the policy briefing; what questions do you have about the policy platform? What policy areas are you particularly interested in and passionate about that you could speak to in the meetings?
- Look over the Meeting an MP Guide on [page 14](#) and start to identify who might want to take on which role in the meetings.
- Remember that the Micah team and the Micah coalition staff are always ready and willing to help. Don't hesitate to talk to us if you have any questions.

## Second lobby group breakout

Outcome of this session:

Now that you all know each other a little better, this is the time to finalise meeting roles in your lobby group and to do some extra research on the parliamentarians you will be meeting with!

- Go through the 'MP Meeting Guide' and establish exactly 'who will say what' in your meeting.
- **It is important to note** – you need to be prepared for a scenario where you may have significantly less time due to a late start or a short appointment. So, have a '10 minute' and '25 minute' version of your meeting plan.
- Look through your 'Politician profiles' on Advocacy Tracker (your lobby group leader has access to this) or the hard copy print outs.
- What do you notice about them? What is their background/experience with Micah? What information is missing that might be nice to know about them?
- Do your own research to see what else you can find out about the MP/Senator and get your lobby group leader to enter it onto Advocacy Tracker. For example, a great start might be reading their maiden speech, or googling to see if they have said anything recently about any of the policy areas you're looking into.

## Third lobby group breakout

Outcome of this session:

This is your last chance to come together before your meetings! The best thing you can do during this time is to do a 'mock lobby meeting'.

- Do a few 'mock lobby meetings' - one with a more positive tone and one with a more negative tone. One full length (25 – 30 mins) and one short (10 mins).
- Talk through how you might handle a meeting with a staff member or with a parliamentarian who is more hostile.
- Make sure everyone is clear on their roles for tomorrow.
- Ensure you are confident in what you need to know about your MPs and of course, what times your meetings are.

# MP Meeting Guide

This outline provides a clear plan to ensure that your meeting with an MP goes as well as it can. Of course, the meeting may not go exactly according to this plan, and flexibility is definitely required. However, following this schedule for the meeting will ensure that our key messages to MPs are clear and consistent.

## BEFORE THE MEETING

### 1

#### Who Says What

As a group, look over the MP Briefing Sheet (one double sided sheet) and then the longer policy explanation.

Choose who will lead the discussion at each stage, or who will make particular points, during the meeting. If someone in the group has experience that is relevant to the discussion, make sure that the whole group is aware of that. For example, has anyone visited or lived in a developing country, or are people doing awareness raising work in the MP's electorate.

The lobby group leader has the primary responsibility for keeping the meeting on track. Someone should volunteer to take notes, and another person should take a photo of your group with the MP you're meeting with.

## 2

**Pre- reading**

- a. Read through the MP briefing sheet and the longer policy explanation document.

Clarify any issues you are unsure about by discussing within your group, or asking your lobby group leader, or Micah and coalition agency staff.

- b. Read through the profile of your MP on advocacy tracker (or hard copy hand outs) noting anything that may be significant, i.e. particular interests, past speeches or comments about global poverty or Australian aid, current or past portfolio responsibilities, whether or not they have been on a delegation to a developing country, and whether they have taken a meeting with Micah before.

Discuss as a group if there is anything that you would like to act on in light of this. [Do not give the profile sheet to your MP.](#)

Make sure you are all aware of how to address each politician correctly:

- If your politician is in the Senate, address him/her as “Senator”
- If your politician is in the House of Representatives, address him/her as “Mr/Ms”
- If your politician is a Minister in the Government, address him/her as “Minister”
- If your politician is a Parliamentary Secretary, address him/her as “Mr/ Ms” Of course, if a politician invites you to address them by their first name, or in another way, then do so.

3

### Practice

Have each person practice their assigned part, paying attention to time constraints and clarity of expression.

You will likely have around 25-30 minutes with your MP (although it may be slightly more or less). Practice getting your message across in any of these situations.

Make a list of the questions you think an MP might ask and how you would answer them. It is easy to get sidetracked in a meeting with politicians either by the politician or by someone in your own group. So be clear about how to deal with unproductive tangents. Try returning to the main point with a diplomatic line like, "That's an important issue that we would love to discuss at another time."

Make sure everyone has a role, even if a small one for your first meeting. Be clear about the important points you need to get across in this short meeting.

4

### Resources for MP

Your group will present each politician with:

- A Double sided A4 MP Briefing Sheet
- The extended policy explanation document
- Thank you card(s)
- A postcard explaining ways they can take action (Four ways to do Justice Together)

5

### Pray

Before each appointment, spend a moment praying that the meeting will go well. Call on God to move the politician to take action on global poverty.

## GETTING TO YOUR MEETING

Politicians' offices are located in a restricted area of Parliament House. You will need to be escorted from the main lobby to your meeting by a staff member of the MP/Senator's office. Please note: these offices have been asked to escort you and are expecting to do so.

It is the job of the lobby group leader to call the office 15 minutes prior to your meeting and inform them you are in the main foyer and ready to be escorted. At the end of the meeting politely ask them if they can escort you either:

- a. Back to the main foyer
- b. To your next meeting if they are back to back

## THE MEETING

The group leader should clarify at the beginning how long your meeting will be and ensure that the meeting stays on track.

Be calm and polite during the meeting. Most politicians will be warm and supportive. However, some may seem aggressive, uninterested or impatient. Please respond to attitudes like this with patience, grace and humour. If there is a "division" (a vote in Parliament) indicated by flashing red or green lights on the clocks during your meeting, your MP will need to leave for it. Indicate that, if possible, you are happy to wait for your MP to return but display flexibility to deal with anything that occurs.

Parliament House is a highly stressful and active environment.

If a meeting is cancelled, postponed, or prematurely ended because of a politician's other duties, politely ask a staff member whether you should wait, seek another appointment time, meet with a staff person, or organise a meeting back in their electorate.

## MEETING FLOW

Below is a suggested meeting flow to help you prepare for your meetings.

Don't feel worried if the meeting doesn't go exactly according to script. Your MP will probably want to take time and engage with you and your team, and offer perspectives on the things you say. Listen attentively and respond with your thoughts without getting too sidetracked. Just ensure you have enough time to land your key policy ask on aid.

1

### Introductions

Thank the MP for meeting with you. Each participant can introduce him/herself; state where they are from and why they have come to Canberra to be part of Voices for Justice.

Make sure that anyone from the MP's electorate (or Senator's state) is clearly identified as such.

2

### Purpose of the meeting

Explain that you are supporters of Micah (previously Micah Challenge) a movement of Australian Christians raising a voice for the world's most poor, vulnerable and oppressed. Note: Many MPs will know of Micah Challenge and the campaign's aims.

Lobby group leader:

- *"Today we are primarily here to discuss Australian Aid, and our opportunity as a nation to help people overcome barriers that keep them poor, vulnerable or oppressed."*
- *"However, before we do that, we want to thank you."*

3

### Thank you

Group member A:

- *"We are excited by the progress that has been made on two major issues in Australia this year."*
  1. Present first 'thank you' card: *"The first has been seeing our leaders respond to the cry of the Australian public to see children taken off Nauru. At the beginning of August there were 119 children and their families on Nauru, that number is now just [INSERT BASED ON REAL-TIME DATA]."*

Group member B:

2. Present second 'thank you' card: *"The second issue where major progress has been made is the Modern Slavery Legislation, which has seen great bi-partisan support in Parliament."*

4

### Onto the briefing sheet

Lobby Group Leader:

- *"If we could turn back to Australian aid, there are some key points we would like to discuss and several asks we would like you to consider."*
- [HAND THEM POLICY BRIEFING AT THIS POINT]

Group member C:

- Discuss positive progress on beating extreme poverty as per the briefing sheet.
- Highlight the significant issues and threats that still exist.

Group member D:

- Explain (based on the briefing sheet but in your own words):
  - Sadness at current level of aid.
  - That this is a 'record low' for our generosity as a nation.
  - Point out our economic strength and low debt levels compared to other nations.
  - And finish with Australia's ranking.

Group member (back to either A/B/C):

- This is an opportunity for someone to share a very brief personal anecdote about what they care about – could be from having seen the effects of poverty overseas, they may work in the field, or they may just be compelled as a person of faith. It is up to the group.

Lobby group leader (or confident group member):

- *"Micah believes that as one of the richest and least indebted aid giving nations in the world, Australia, should be a leader in aid generosity. It's time to begin moving in this direction."*
- *"To do that (point to call to action on briefing sheet):
  - Australia should return to the top half of rich country aid donors by the end of next parliamentary term."*

Group member (either A/B/C/D):

- *"If you would turn over your policy briefing, we have three specific ways we would like to see the aid budget increased or improved."*
- *"These three asks correspond with Micah's focus on speaking up for the world's most poor, vulnerable and oppressed."*

Group members (A/B/C/D) – based on time remaining:

- Move briefly through each ask.

5

**Outline the actions that the MP can take:**

At this point, you can hand them the 'Four ways to do Justice Together' and say "We've prepared this postcard for you which explains some really practical ways you can take action."

Please note: there are a few different versions of the card and you will need to choose the correct one based on who you are meeting with (ALP, Coalition, Minor parties etc).

If there is time in the meeting then walk them through the four steps on this card.

**Your job is not to be a policy expert!**

Ask your MP what he/she thinks or feels about the issues you have raised. Allow time for comments and questions. Do your work to prepare, but don't feel like you need to be an expert on every issue. Your personal story and commitment is as important as any policy information you outline (if not more so!). If you are asked a question you don't know the answer to, offer to find the information and send it through to the MP. Just ask who in the office you should address it to.

6

**Thank the MP**

Thank the MP for his/her time, and check any information you committed to provide to the MP and ask if they are willing to have a photo taken with the group.

## AFTER THE MEETING

1

### Debrief

Find a place for your group to sit and talk. Allow group members to discuss how they felt during the meeting, any observations or reflections, how they are feeling now, and anything they would repeat or do differently in a similar meeting.

2

### Pray

Spend time thanking God for the opportunity to meet with the MP and, again, calling on God to act in the heart, mind and life of the MP and his/her party and community to help him/her take strong action against poverty.

3

### Divide up responsibilities among the group for the following tasks:

- Send a thank you card, letter or email to the MP.
- Give the MP any information you agreed to find.

## NO MEETING WITH YOUR MP?

Not every MP or Senator chooses to or is able to meet with us. If you don't have a scheduled meeting with your MP, there are two things you can do:

1

Call your MP office from the phones at the desk in the main foyer at Parliament House.

Introduce yourself, let the politician (or staff member) know that you are in Canberra for two days and would like to meet them, even if just to hand over some information and have a photo. Tell them that you are also willing to meet with an advisor, if time could be made available.

If you are willing to do this, please let Beck Wilesmith know and she will provide you with a call script and the office number. Beck will track all the calls made so there's no double ups, so please communicate with her prior to doing so.

2

If you are not able to get a meeting with your own MP, or the meeting is cancelled, request an appointment with him/her back at the electorate office on another occasion.

This is best done as a follow up email (once the initial phone call has been made) and Beck Wilesmith can provide you with a template for this.

# Logistical Information

## CATERING

Afternoon tea and dinner on Saturday is included as part of your registration. Morning and afternoon tea will be provided on Sunday. You will need to cater for your own meals at other times. If you listed a dietary requirement when you registered, your food may be available separately from everyone else's.

## LOCAL RESTAURANT OPTIONS

### Parliament House

Food is available from the Queens Terrace Café, open from 9am-4pm.

Food options and cafes within walking distance of Australian Centre for Christianity and Culture:

- Barton Grocer *48 Macquarie St, Barton (open 8am – 8pm)*
- Little Bird Coffee *48 Macquarie Street Barton (open 8am – 2pm)*

Other options close by:

### Kingston

Kingston Foreshore has a great selection of restaurants and cafes.

### Manuka

Manuka has a great hub of restaurants, cafes and has a Coles shopping centre.

### Visit

[visitcanberra.com.au/canberra-precincts/kingston-and-manuka](http://visitcanberra.com.au/canberra-precincts/kingston-and-manuka) for more info on each.

## TRANSPORT

Delegates are responsible for making their own way to and from the conference each day. If you would like to car pool, we encourage you to chat to other people in your lobby group who may be able to assist with that. Other options for transport are Uber, taxi's and buses. For more information go to [transport.act.gov.au](http://transport.act.gov.au)

If you have your own vehicle and can provide assistance with transportation during the conference, we would appreciate you doing so!

## PARKING

There are approximately 150 free car park spaces on site at Australian Centre for Christianity and Culture for the Saturday and Sunday program. There are additional paid spaces close by if these become full.

Parking is available on site at Parliament House for the Monday and Tuesday (public car park is underneath) with a maximum rate of \$20 per day. Car spaces can fill up quickly on sitting weeks, so we recommend carpooling.

For more information go to [aph.gov.au/Visit\\_Parliament/Plan\\_your\\_Visit](http://aph.gov.au/Visit_Parliament/Plan_your_Visit)

There are spaces outside Parliament House within walking distance but there are some time limits on these so please check signage.

## MEETINGS WITH POLITICIANS

If you have an appointment scheduled with a politician during the same time as another Voices for Justice event, your politician appointment will take priority. Please do not miss or be late to your appointments with politicians as you may only have a short amount of time with them.

You must be in the lobby (already through security) ready for escort around 15 – 20 minutes before the start of your meeting.

## LOBBY GROUPS

Where possible, we have grouped you with others from or near your electorate and have tried to arrange appointments with your MP/Senator. You will be working together to design your meeting and will debrief after each visit.

# Parliament House Information and Maps

## **PARLIAMENTARY QUESTION TIME 2 – 3PM MONDAY AND TUESDAY**

Question time is open to the public each day, however you will need to line up for this along with the rest of the general public. We recommend you going to the Ticketing and Cloaking Office on the first floor in the Members' Hall outside the Galleries at 1:30pm. For those interested and available, together we will cloak all bags, jackets, cameras, mobiles (you are not allowed to take anything in!) and get in line ready to go through security and be seated by 2pm.

## **PARLIAMENTARY HOUSE TOURS**

If you have free time and would like to get to know Parliament House and its history, you can sign up for a free tour at the front desk in the Marble Foyer.

## **SECURITY**

If any issues arise regarding security or bringing Micah documents into the building (which are permitted), please contact Shelly McKewin immediately. Please avoid arguing with security! Photography is permitted, but not in security areas or in the House of Representatives or Senate Chambers. Please ask permission of politicians to take photos of them with your group and don't forget to share them on social Media.

## PROCESS FOR ENTRY INTO PARLIAMENT

On both Monday and Tuesday we will need to line up at the [main public entrance](#) of Parliament and go through security.

Given our large group [you must be in the line at 8:30am](#). For those who have early meetings booked (example 9:30am), please allow them to go through security first.

Once you have gone through security, you will need to be signed in and receive a visitor pass. We have organised these passes and will be there ready to give you your pass but [you will require PHOTO ID on hand to receive your pass](#).

These passes grant you access to your lobbying meetings as well as the committee rooms for workshops and events. You don't need a pass to access the Queens Terrace Café or to attend Question time.

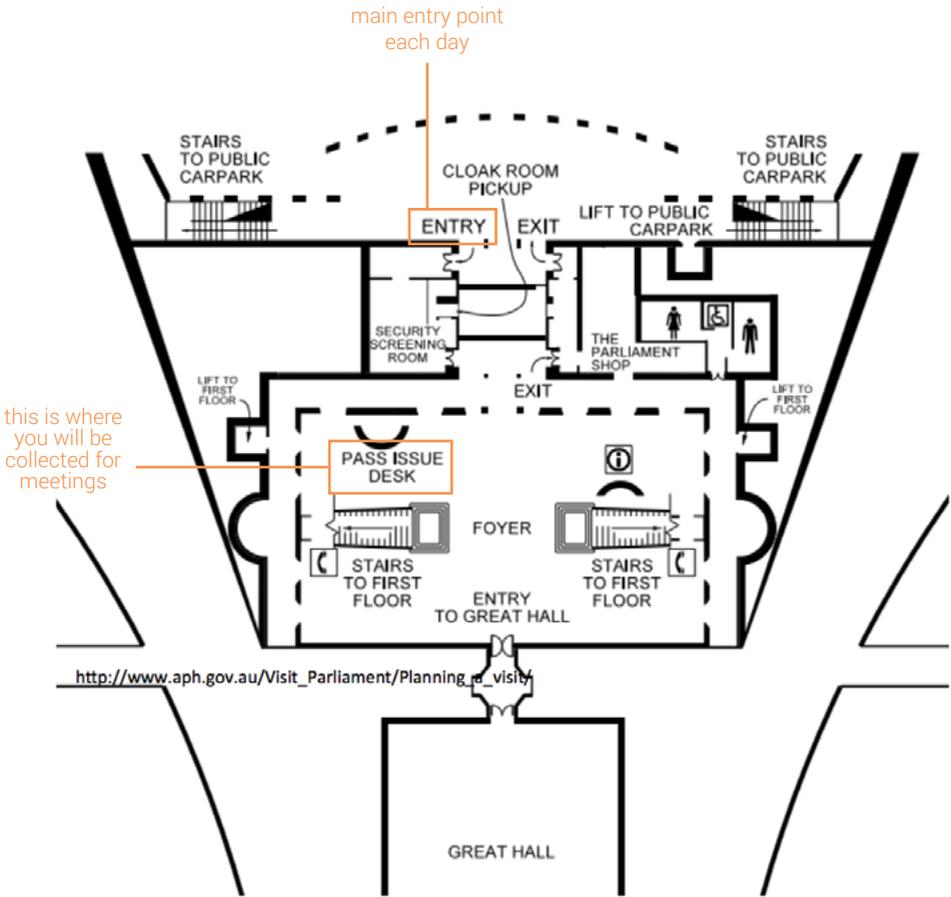
You will need to hand in your pass to security at the end of each day as you exit.

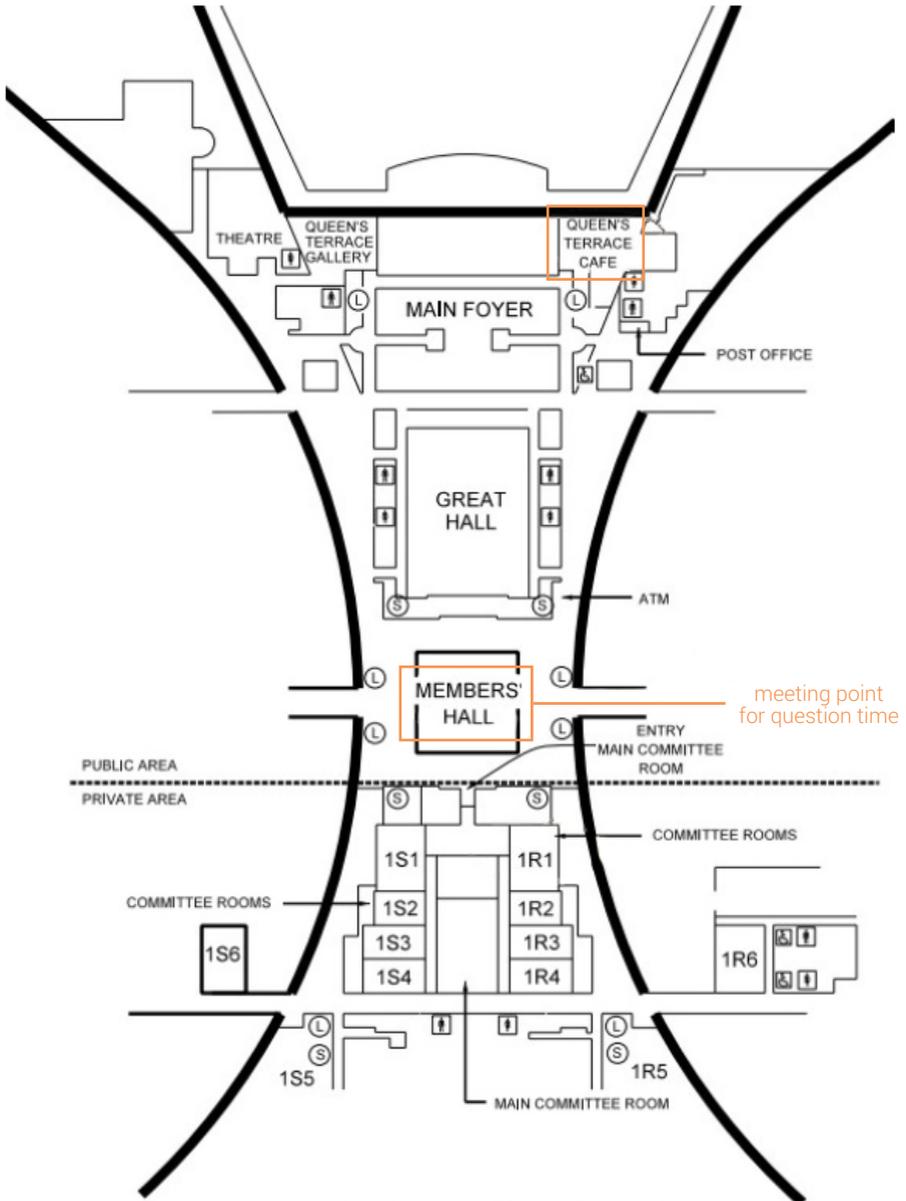
## QUEENS TERRACE CAFÉ

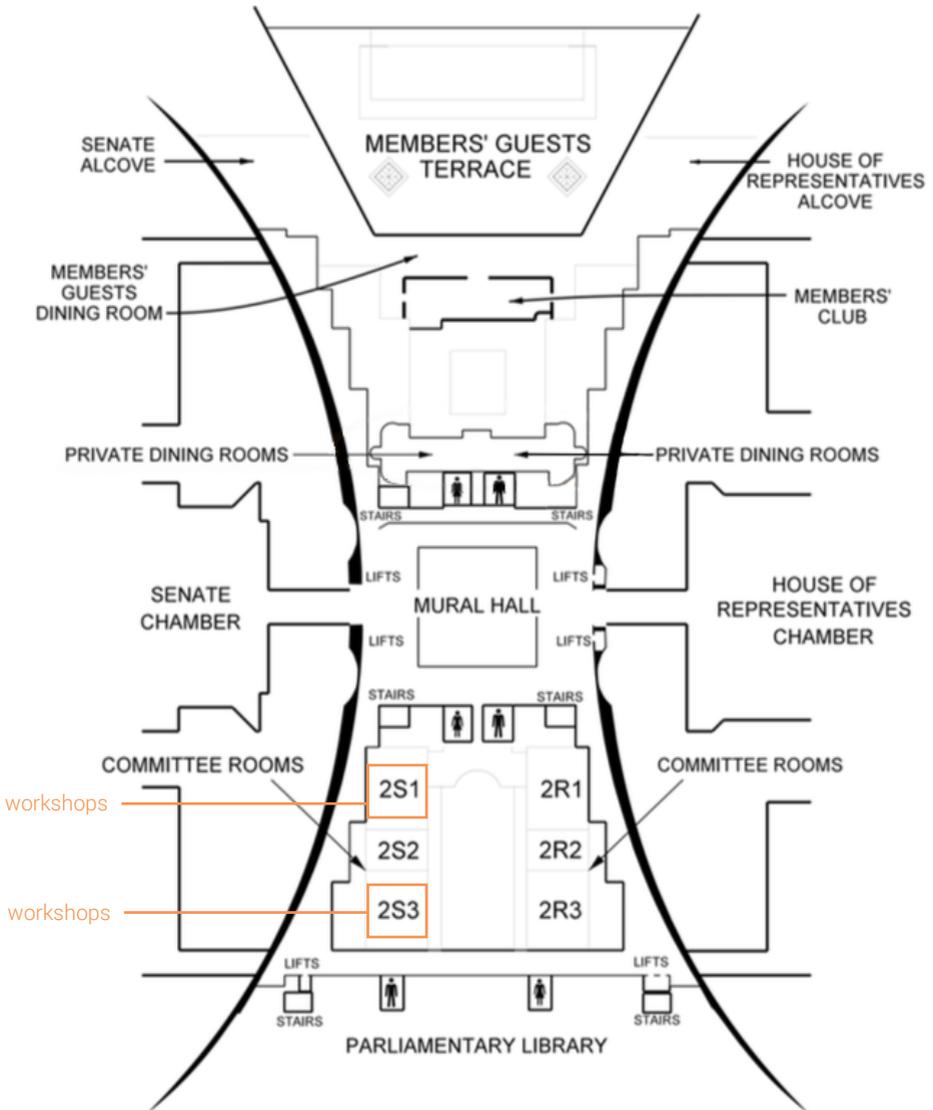
This is the main eating spot open to the public at Parliament House and has an outside and inside area. It's located up the stairs to the left when you enter the marble foyer. This is a great spot to meet with your lobby group when you have down time between meetings and workshops.

## COMMITTEE ROOMS FOR WORKSHOPS

We have a number of committee rooms booked on Monday and Tuesday for our workshops. [Please note: you will need to be escorted by someone with an APH pass to get to these committee rooms](#). Where possible, we will organise escorts to be available to help you get to these workshops. Please arrive at the marble foyer at least 15 minutes before the workshop begins and we will have people there ready to escort you. If you miss this timeslot, we may not be able to help you get to the committee rooms.







# Australian Centre for Christianity and Culture Information and Maps

We are so excited to be at The Australian Centre for Christianity and Culture for the Saturday and Sunday of our conference. The Centre is located in Barton on the eastern edge of the Parliamentary Triangle, in close proximity to Federal Parliament, the National Gallery, and the High Court.

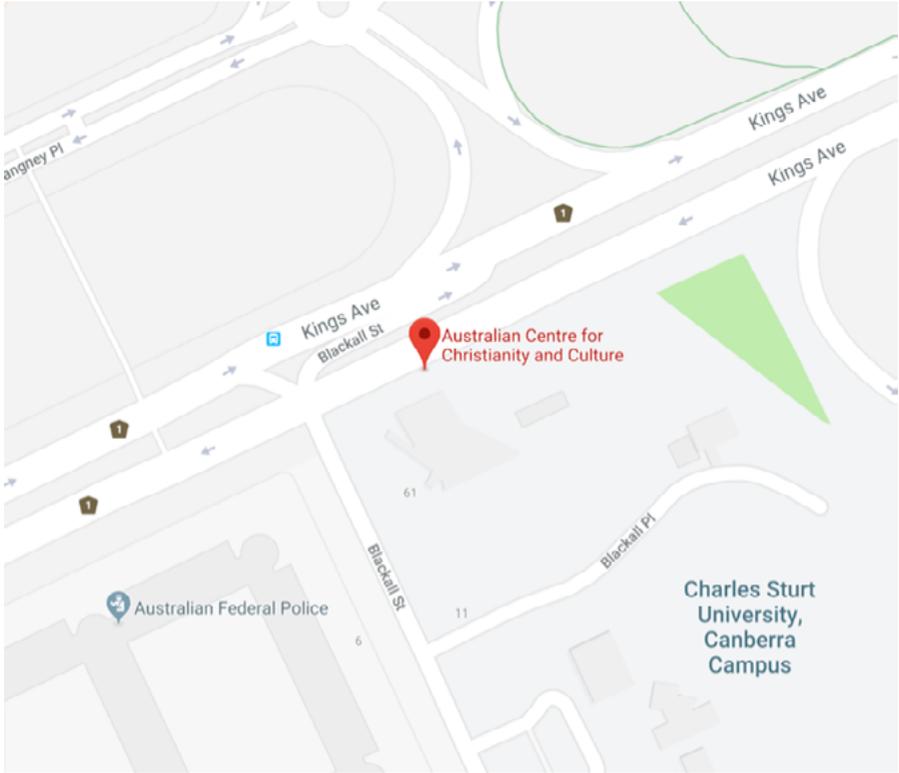
ACCC has a vision to be the 'go to' place for new engagements between Christian faith, Australian society, landscape and cultures, and indigenous peoples. They aim to nurture a broad and inclusive place for conversation across differences and divisions; a place where all voices can be heard; a place to seek fresh wisdom.



The Main areas we will be using during the conference are:

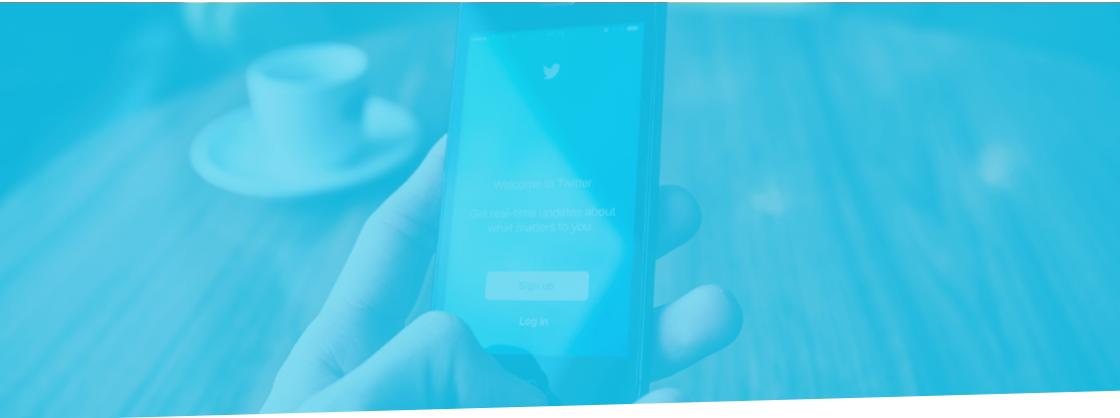
- The Chapel
- The Pavilion
- Bible Gardens and the Pilgrims Walk
- Outside Areas





# Social Media Guide

Social media is one of the best vehicles we have for spreading our message. Follow these steps to help amplify our impact at Voices for Justice 2018. Follow Micah Australia on social media and share our posts with your friends.



 **Facebook** [facebook.com/micahaustralia](https://facebook.com/micahaustralia)

 **Twitter** [@micahaustralia](https://twitter.com/micahaustralia)

 **Instagram** [@micahaustralia](https://www.instagram.com/micahaustralia)

 **Blog** [micahaustralia.org/blog](https://micahaustralia.org/blog)

Use hashtag: [#VFJ18](https://twitter.com/hashtag/VFJ18) and [#OurMicahMoment](https://twitter.com/hashtag/OurMicahMoment) [#auspol](https://twitter.com/hashtag/auspol) and tag Micah Australia into your own posts. Take lots of photos and post/tweet/instagram about what you're doing, learning, listening to at Voices for Justice over the four days. Find your politician's twitter handle and tweet them before and after meeting them, for example:

*Thanks @steveciobo for a great meeting on #australianaid today in Canberra! #VFJ18*

# Local Media Guide

Your local media wants to hear from you!

Contacting media is another important way we can use our voice for justice. This might seem a bit intimidating at first but remember that a personal story or letter from a local resident has great news worthiness. Local papers love a local angle and this is often exactly the type of article they are looking for.

You might be passionate about the statistics behind global poverty, but local media are more interested in the narrative of how the issue is affecting local residents like you. This kind of coverage can also have a big impact on politicians, who keep a close eye on the local media of their electorate.

Examples of media avenues to contact:

- Your local newspaper ('local rag').
- Your local community radio station.
- Your local Christian radio station.
- Your church/denomination's website, magazine or blog.
- National/daily papers (this is best done through a 150 word letter to the editor)

## TIPS FOR CONTACTING YOUR LOCAL NEWSPAPER AFTER VOICES FOR JUSTICE

1

### Contact the editor

Find the email address for the editor in the 'contact us' section of your newspaper's website or call and request their email address if it isn't listed. You may need to upload your article and photo to the 'send us your news' section.

2

### Write a media release

Adapt and personalise the sample media release that will be emailed to you at the conclusion of Voices for Justice and available at [micahaustralia.org/vfj\\_resources](http://micahaustralia.org/vfj_resources). Try and send this media release to your local newspaper as soon as possible after you return from Canberra ideally within three days of the event.

3

### Attach a high-resolution photo

Make sure you provide the editor with a high-resolution photograph of your group. Pictures often speak louder than words and make articles more eye catching to readers so try and make sure someone in your lobby group takes a good high-resolution photo of your MP meeting, and that you take at least one photo of you during the event (e.g. standing in front of Parliament House, and/or holding a campaign banner/poster is always a good shot).

We will also send you a link to some high-resolution photos from Voices for Justice which you can use to send to media.

## 4

**Highlight a unique angle**

Media will respond best to a unique or emotive angle. If relevant, some interesting angles you could emphasise in your article are the following:

- If you went to VFJ with a group from your area (i.e. family, friends, church send a group photo)
- Are you a school student/teenager/uni student? (media love stories of young people seeking to make a positive difference.)
- Your day job (whether you are a business person, mother of three, teacher, plumber, carpenter, etc. your profession adds interest to the story).
- Your inspiration/motivation if you've been to VFJ a few times before, were inspired by someone else or have seen and experienced poverty first hand, you could include this in your article.

Try to focus on the most unique angle and mention it within the first or second paragraph of your media release. If you want to include some more information about yourself, you could write a brief note to the editor at the very end of the media release under your contact details.

**Please note**

If you add extra detail to the sample release provided please ensure you don't make it too long. Media releases are better when they're short and tight (i.e. 1-2 PAGES MAX)

5

### Follow up with a phone call

Phone the editor the day after you send your article to confirm they received it. Ask them if they need any further information about the story.

6

### Be persistent

Don't be too disappointed if your article doesn't get published the first time you write, the more letters and articles on an issue the paper receives, the more likely a story will get published!

7

### Feedback

Let us know if you have an article published in your local media so we can share your story with other Micah advocates. It's always encouraging to see Christians profiled in local media helping to get justice issues on the media agenda as part of your advocacy.

Please email Beck Wilesmith at [beck.wilesmith@micahaustralia.org](mailto:beck.wilesmith@micahaustralia.org) if you have any questions or get your story published!

# What to do after Voices For Justice

So Voices for Justice is done and dusted; what's next?

Here's a few things you can do:

- Remember to contact your local media using the guide above.
- Share about your experience on social media using the hashtags given (and be sure to follow us on social media if not already!)



- If you are a lobby group leader, please ensure the notes from all of your meetings are submitted on Advocacy Tracker.
- Were there any action points or follow ups that came out of your meetings with politicians? Be sure to talk to your group about who will take responsibility for this and make sure this gets acted on.
- Keep an eye out for everything happening in 2019! Being an election year, there will be key activities and year campaigns you can be a part of; make sure we have your email address so we can keep you in the loop.

# About Micah

Micah Australia is a coalition of churches and Australia's largest Christian non-government organisations, raising a powerful voice for justice and a world free from poverty.

We have a vision to see every Australian Christian as an advocate for the world's poor, vulnerable and oppressed.

 [facebook.com/micahaustralia](https://facebook.com/micahaustralia)

 [@micahaustralia](https://twitter.com/micahaustralia)

 [@micahaustralia](https://instagram.com/micahaustralia)

**MICHAUSTRALIA.ORG**

