

Salutation Guide

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Members of Parliament *

- State & federal ministers are referred to as 'The Honourable'
- Shadow ministers are not automatically referred to as 'The Honourable'
- To distinguish between state & federal ministers, you can refer to them as:
 - The Honourable John Smith, Minister for..., Australian Government
 - The Honourable Bob Lee, Minister for..., Government of South Australia

FEDERAL		
Position	Title	Salutation
Minister (Senate)	Senator the Honourable John Smith, Minister for...	Dear Minister
Minister (Reps)	The Honourable John Smith MP, Minister for...	Dear Minister
Senator	Senator John Smith	Dear Senator Smith
Member (Reps)	Dr/Mr/Ms Smith MP	Dear Dr/Mr/Ms Smith

STATE		
Minister (Legislative Council)	The Honourable John Smith MLC	Dear Minister
Minister (House of Assembly)	The Honourable John Smith MP	Dear Minister
Member (Legislative Council)	The Honourable John Smith MLC	Dear Dr/Mr/Ms
Member (House of Assembly)	Dr/Mr/Ms John Smith MP	Dear Dr/Mr/Ms

Federal Parliament

House of Representatives = lower house

Senate = upper house

For a list of SA Senators:

<https://www.parliament.sa.gov.au/Members/Ministers/Pages/Ministers.aspx>

How do I address Senators or Ministers

https://www.aph.gov.au/Senators_and_Members/Guidelines_for_Contacting_Senators_and_Members/How_to_address_Senators_and_Members

State Parliament

House of Assembly = lower house

Legislative Council = upper house

Australian Government info - <http://www.gold.gov.au/>

South Australian State Government info <http://www.ministers.sa.gov.au/>

Honorifics *

The titles that occur in parliaments are 'The Right Honourable' and 'The Honourable'.

'The Right Honourable' is used when a Senator or Member is appointed a member of the Privy Council, an appointment and title retained for life.

The title 'The Honourable' is accorded to:

- Executive Councillors (on appointment Ministers and Assistant Ministers become Executive Councillors; titles retained for life)
- President of the Senate
- Speaker of the House of Representatives
- Ministers of State Governments
- Presidents and Members of Legislative Councils
- Speakers of Legislative Assemblies
- Former Judges of the High Court, Federal Court, Supreme Court and Family Court

It is also used when a Senator or Member was formerly a Minister, or has served three years in office in any of the following positions:

- President of the Senate or State Legislative Councils
- Speaker of the House of Representatives or State Legislative Assemblies

To check whether a state politician has 'The Honourable' title please visit

<http://www.parliament.sa.gov.au/Members/Pages/List%20of%20All%20Members.aspx>

Governors and Ambassadors

Governors, Ambassadors and High Commissioners are addressed as:

Title	Salutation
His/Her Excellency Dr/Mr/Ms John/Jane Smith, Ambassador for.....	Your Excellency

For more information about the Governor of SA, visit <http://www.governor.sa.gov.au/>

Local Government/Council

Below is an example of how to address members of local governments/councils and the order in which to acknowledge them:

1. The Right Honourable Lord Mayor of Adelaide, Dr/Mr/Ms Firstname Surname
2. Mayor (e.g. Title: Mayor John Smith, City of Salisbury, Salutation: Dear Mayor Smith...)
3. Chief Executive Officers
4. Councillors

For more information visit: <http://www.lga.sa.gov.au/site/page.cfm>

Judges *

Court	Title	Salutation
High	The Honourable Justice	Dear Justice Smith or Dear Judge
Federal	The Honourable Justice	Dear Justice Smith or Dear Judge
Family	The Honourable Justice	Dear Justice Smith or Dear Judge
Federal Magistrates	Federal Magistrate Smith	Dear Federal Magistrate Smith
Supreme	The Honourable Justice	Dear Justice Smith or Dear Judge
District	His/Her Honour Judge	Dear Judge Smith or Dear Judge
Magistrates	Dr/Mr/Ms	Dear Dr/Mr/Ms

Chief Justices *

Court	Title	Salutation
High	The Honourable Chief Justice	Dear Chief Justice Smith or Dear Judge
Federal	The Honourable Chief Justice	Dear Chief Justice Smith or Dear Judge
Family	The Honourable Chief Justice	Dear Chief Justice Smith or Dear Judge
Federal Magistrates	Chief Federal Magistrate Smith	Dear Chief Federal Magistrate Smith
Supreme	The Honourable Chief Justice	Dear Chief Justice Smith or Dear Judge
District	His/Her Honour Chief Judge	Dear Chief Judge Smith or Dear Judge
Magistrates	Dr/Mr/Ms, Chief Magistrate	Dear Dr/Mr/Ms

South Australian Courts Information - <http://www.courts.sa.gov.au/Pages/default.aspx>

Queen's Counsel & Senior Counsel *

Queen's Counsel and Senior Counsel are addressed as:

Title	Salutation
Dr/Mr John Smith QC	Dear Dr/Mr Smith
Dr/Mr John Smith SC	Dear Dr/Mr Smith
Dr/Ms Jane Smith QC	Dear Dr/Ms Smith
Dr/Ms Jane Smith SC	Dear Dr/Ms Smith

* This information has been sourced from The University of Melbourne, Faculty of Law

Knights & Dames *

Title	Salutation
Sir Robert Jones GCMG	Dear Sir Robert
Dame Julie Green	Dear Dame Julie

Order of Australia

Appointments to the Order of Australia confer the highest recognition for outstanding achievement and service. There are two divisions:

The General Division of the Order of Australia (has four levels):

- Companion of the Order (AC) – reflects international achievement
- Officer of the Order (AO) – reflects national achievement
- Member of the Order (AM) – reflects state achievement
- Medal of the Order (OAM) – reflects local community service

The Military Division of the Order of Australia (has four levels for service and performance duties):

- Companion of the Order (AC)
- Officer of the Order (AO)
- Member of the Order (AM)
- Medal of the Order (OAM)

Where an individual has received an Order of Australia as well as an Imperial Award (see below), the Order of Australia postnominal is listed before the Imperial Award. For example, **Dr John Smith AC OBE**

For more information visit: <https://www.pmc.gov.au/government/its-honour>

Imperial Awards

Prior to 1975 Australians were recognised through the British Imperial System (<https://www.gov.uk/honours>). By 1991 Australian honours and awards were available to recognise all service previously recognised through the British Imperial system. The Queen can still recognise Australians through the British Imperial system.

Here are three of the most common Imperial Awards:

- Military Cross (MC)
- Order of the British Empire (OBE)
- Victoria Cross (VC)

For a full list of Imperial Awards visit <https://www.pmc.gov.au/government/its-honour>

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Other resources

The following website <http://www.gold.gov.au/> provides access to a variety of useful reports about the Australian Government including:

- Government departments and agencies
- Government committees, councils & boards
- Commonwealth Parliament
- Governor-General
- Courts & Judges