FORMS OF ADDRESS
GUIDE

Governor General

Address: His/Her Excellency [Title] [First name] [Surname], [PN], Governor-General of the Commonwealth of Australia
Salutation: Your Excellency
Place Card: His/Her Excellency or The Governor-General
How spoken to: Your Excellency
How referred to: His/Her Excellency The Governor-General of the Commonwealth of Australia

Governor General’s partner

Address: His/Her Excellency [Title] [First name] [Surname]
Salutation: Your Excellency
Place Card: His/Her Excellency
How spoken to: Your Excellency
How referred to: His/Her Excellency

Governor

Address: His/Her Excellency [Title] [First name] [Surname], [PN], Governor of...
Salutation: Your Excellency
Place Card: His/Her Excellency
How spoken to: Your Excellency
How referred to: His/Her Excellency The Governor of...

Premier

Address: The Hon. [First name] [Surname], MP, Premier of [State]
Salutation: Dear Premier
Place Card: The Premier
How spoken to: Premier
How referred to: The Honourable Premier of [State]
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Prime Minister

Addressed: The Hon. [First name] [Surname], MP, Prime Minister of Australia
Salutation: Dear Prime Minister
Place Card: The Prime Minister
How spoken to: Prime Minister
How referred to: The Honourable Prime Minister of Australia

President of the Legislative Council

Addressed: The Hon. [First name] [Surname], MLC, President of the Legislative Council
Salutation: Dear [Title] President
Place Card: The Hon. [Initial] [Surname], MLC
How spoken to: [Title] President
How referred to: The Hon. [First name] [Surname], MLC, President of the Legislative Council

Speaker of the House of Assembly

Addressed: The Hon. [First name] [Surname], MP, Speaker of the House of Assembly
Salutation: Dear [Title] Speaker
Place Card: The Hon. [Initial] [Surname], MP
How spoken to: [Title] Speaker
How referred to: The Hon. [First name] [Surname], MP, Speaker of The House of Assembly

Tasmanian Leader of the Opposition

Addressed: The Hon. [First name] [Surname], MP, Leader of the Opposition
Salutation: Dear [Title] [Surname]
Place Card: Leader of the Opposition or the Hon. [Initial] [Surname] MP
How spoken to: [Title] [Surname]
How referred to: The Honourable [Title] [Surname] MP, Leader of the Opposition
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Federal Leader of the Opposition

*Addressee* The Hon. [First name] [Surname], MP, Leader of the Opposition

*Salutation* Dear [Title] [Surname]

*Place Card* Leader of the Opposition or the Hon. [Initial] [Surname] MP

*How spoken to* [Title] [Surname]

*How referred to* The Honourable [Title] [Surname] MP, Leader of the Opposition

Tasmanian Government Ministers

*Addressee* The Hon. [First name] [Surname], MP/MLC, Minister for...

*Salutation* Dear Minister

*Place Card* The Hon. [Initial] [Surname], MP/MLC

*How spoken to* Minister [Surname]

*How referred to* The Hon. [First name] [Surname], MP/MLC, Minister for...

Tasmanian Member of the Legislative Council

*Addressee* The Hon. [First name] [Surname], MLC, Member for...

*Salutation* Dear [Title] [Surname]

*Place Card* The Hon. [Initial] [Surname], MLC

*How spoken to* [Title] [Surname]

*How referred to* The Hon. [First name] [Surname], MLC, Member for...

Tasmanian Member of the House of Assembly

*Addressee* [Title] [First name] [Surname], MP, Member for...

*Salutation* Dear [Title] [Surname]

*Place Card* [Title] [Initial] [Surname], MP

*How spoken to* [Title] [Surname]

*How referred to* [Title] [First name] [Surname], MP, Member for...
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Federal Government Ministers

Addressee  The Hon. [First name] [Surname], MP/MLC, Minister for...
Salutation  Dear Minister
Place Card  The Hon. [Initial] [Surname], MP/MLC
How spoken to  Minister
How referred to  The Hon. [First name] [Surname], MP/MLC, Minister for...

Federal Senators

Addressee  Senator [First name] [Surname]
Salutation  Dear Senator
Place Card  Senator the Hon. [Initial] [Surname]
How spoken to  Senator [Surname]
How referred to  Senator the Hon. [First name] [Surname] Minister for...

Federal Members of Parliament

Addressee  [Title] [First name] [Surname], MP, Member for...
Salutation  Dear [Title] [Surname]
Place Card  [Title] [Initial] [Surname], MP
How spoken to  [Title] [Surname]
How referred to  [Title] [First name] [Surname], MP, Member for...

Members of Parliament with a post-nominal [PN]

Addressee  [Title] [First name] [Surname] [PN] MP, Member for...
Salutation  Dear [Title] [Surname]
Place Card  [Title] [Initial] [Surname], MP
How spoken to  [Title] [Surname]
How referred to  [Title] [First name] [Surname], MP, Member for...
# FORMS OF ADDRESS GUIDE

## Lord Mayor

<table>
<thead>
<tr>
<th>Addressee</th>
<th>The Right Honourable The Lord Mayor of [City], Alderman [First name] [Surname]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Dear Lord Mayor</td>
</tr>
<tr>
<td>Place Card</td>
<td>Lord Mayor</td>
</tr>
<tr>
<td>How spoken to</td>
<td>Lord Mayor</td>
</tr>
<tr>
<td>How referred to</td>
<td>The Right Honourable The Lord Mayor of [City], Alderman [First name] [Surname]</td>
</tr>
</tbody>
</table>

## Lord Mayor’s partner

<table>
<thead>
<tr>
<th>Addressee</th>
<th>The Lady Mayoress of [City], [Title] [First name] [Surname]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Dear Lady Mayoress</td>
</tr>
<tr>
<td>Place Card</td>
<td>Lady Mayoress</td>
</tr>
<tr>
<td>How spoken to</td>
<td>Lady Mayoress</td>
</tr>
<tr>
<td>How referred to</td>
<td>Lady Mayoress</td>
</tr>
</tbody>
</table>

## Mayor of a city

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Alderman [First name] [Surname], Mayor of [City]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Dear [Title] Mayor</td>
</tr>
<tr>
<td>Place Card</td>
<td>The Mayor of [City]</td>
</tr>
<tr>
<td>How spoken to</td>
<td>[Title] Mayor</td>
</tr>
<tr>
<td>How referred to</td>
<td>Alderman [First name] [Surname] The Mayor of [City]</td>
</tr>
</tbody>
</table>

## Mayor of a region

<table>
<thead>
<tr>
<th>Addressee</th>
<th>Councillor [First name] [Surname], Mayor of [Region]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salutation</td>
<td>Dear [Title] Mayor</td>
</tr>
<tr>
<td>Place Card</td>
<td>The Mayor of [Region]</td>
</tr>
<tr>
<td>How spoken to</td>
<td>[Title] Mayor</td>
</tr>
<tr>
<td>How referred to</td>
<td>Councillor [First name] [Surname] The Mayor of [Region]</td>
</tr>
</tbody>
</table>
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Chief Justice

Addressee  The Honourable [Title] Justice [First name] [Surname], Chief Justice of...
Salutation  Dear Chief Justice
Place Card  The Chief Justice
How spoken to  Chief Justice
How referred to  The Honourable The Chief Justice of [City], Justice [First name] [Surname]

Judges of the Supreme Court of Tasmania

Addressee  The Honourable [Title] Justice [First name] [Surname]
Salutation  Dear Justice [Surname]
Place Card  The Honourable Justice [First name] [Surname]
How spoken to  Justice [Surname]
How referred to  The Honourable Justice [First name] [Surname]

Ambassador

Addressee  His/Her Excellency [Title] [First name] [Surname], [PN], The [Nationality] Ambassador
Salutation  Dear Ambassador
Place Card  The [Nationality] Ambassador
How spoken to  Ambassador
How referred to  His/Her Excellency The [Nationality] Ambassador

High Commissioner

Addressee  His/Her Excellency [Title] [First name] [Surname], [PN], High Commissioner for [Country]
Salutation  Dear High Commissioner
Place Card  The High Commissioner for [Country]
How spoken to  High Commissioner
How referred to  His/Her Excellency The High Commissioner for [Country]
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Consul/Consul Generals

Addressee  [Title] [First name] [Surname], Consul/Consul General of [Country]

Salutation  Dear [Title] [Surname]

Place Card  [Title] [Surname]

How spoken to  [Title] [Surname]

How referred to  [Title] [First name] [Surname] The Consul/Consul General of [Country]

Archbishops (Catholic and Anglican)

Addressee  The Most Reverend [First name] [Surname], The Archbishop of...

Salutation  Dear Archbishop [Surname]

Place Card  The Archbishop of...

How spoken to  Archbishop [Surname]

How referred to  The Archbishop of...

Bishops (Catholic and Anglican)

Addressee  The Right Reverend [First name] [Surname], The Bishop of...

Salutation  Dear Bishop [Surname]

Place Card  The Bishop of...

How spoken to  Bishop [Surname]

How referred to  The Bishop of...

Presbyterian Ministers

Addressee  The Right Reverend [First name] [Surname]

Salutation  Dear Right Reverend [Surname]

Place Card  The Right Reverend [Surname]

How spoken to  Reverend [Surname]

How referred to  The Right Reverend [Surname]
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Rabbis (Jewish leaders)

Address  Rabbi [First name] [Surname]
Salutation Dear Rabbi [Surname]
Place Card Rabbi [Surname]
How spoken to Rabbi [Surname]
How referred to Rabbi [Surname]

Imams (Islamic leaders)

Address  Imam [First name] [Surname]
Salutation Dear Imam [Surname]
Place Card Imam [Surname]
How spoken to Imam [Surname]
How referred to Imam [Surname]

Buddhist Leaders

Address  Master [First name] [Surname]
Salutation Dear Master [Surname]
Place Card Master [Surname]
How spoken to Master [Surname]
How referred to Master [Surname]


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Henderson, Debrett’s Handbook Australia & NZ, Macmillan Publishers New Zealand Ltd., Auckland