

Model Letter to Your Council – a template for community organisations

This is a template. Replace the text highlighted in yellow with your own details, delete anything that does not apply, and send it on your organisation's letterhead or from your organisation's email address. Delete this box and the heading above the letter before sending.

To: The Mayor and Councillors, [Council name]

Cc: [General Manager / Chief Executive Officer]

Subject: A free, ready-to-use anti-racism strategy for [LGA name]

Dear Mayor [Surname] and Councillors,

I am writing on behalf of [Organisation name], [one line on who you are and who you represent in this area].

We are asking Council to prepare an anti-racism strategy for [LGA name], using the Model Anti-Racism Strategy for Local Government – a complete, free template written for Australian councils.

Why this matters here

[Two or three sentences about your local experience. Keep it specific and factual: what your members have told you, incidents that have affected your community, or what you have seen change over the past year. If you have local data, use it.]

Nationally, two in five people born in Africa or Asia reported experiencing discrimination in the past year, and only about 15% of people who experience racism ever report it. The Australian Human Rights Commission's National Anti-Racism Framework (2024) recommends that governments support local anti-racism action.

What we are asking Council to do

1. Resolve to prepare an anti-racism strategy for [LGA name].
2. Use the Model Anti-Racism Strategy as the starting point, rather than commissioning new work.
3. Consult [Organisation name] and other local community organisations as the draft is developed.

What it would cost

Very little. The model is free and not subject to copyright. Of its 75 actions, 46 need no new money because they change how existing services are delivered, and a small council adopting only the essential actions commits to 18.

The model also comes with the council report, councillor briefing and debate guide an officer needs to put it before a Council meeting. Everything is free to download at antiracismstrategy.org.

We would like to help

We would welcome the chance to meet with Council or with officers, and would be glad to take part in consultation on a draft.

[Optional] [Organisation name] is one of [number] community organisations that have endorsed the Model Anti-Racism Strategy.

Yours sincerely,

[Name]

[Position], [Organisation name]

[Email] · [Phone]

Before you send

- **Send it to the Mayor and every councillor, and copy the General Manager or CEO.** Councillor email addresses are published on your council's website. A letter to one councillor is a conversation; a letter to all of them should put it on the Council's agenda.
- **Keep the local paragraph short and specific.** One real example from your community carries more weight than a page of general argument. If you have nothing local to point to, say so – most racism is never reported, and that is part of the case.
- **Get other organisations to sign it.** A letter from six local organisations is much harder to set aside than a letter from one. Add their names and the name of each signatory under yours.
- **Say what you are not asking for.** Councils worry about cost and about being asked to take a position on contested matters. The strategy is free, most of its actions need no new money, and the strategy takes no position on any overseas conflict.
- **If your council already has a multicultural plan or a Reconciliation Action Plan,** say that you are asking for something that complements it rather than replaces it. The model strategy is written not to duplicate a Reconciliation Action Plan.
- **Ask to speak at a council meeting.** Many councils have a public forum before the formal business. Two to three minutes in person does more than a letter alone.
- **Follow up after two weeks** with a phone call to the Mayor's office or the governance team, and ask what the next step is and when it will happen.

If Council says yes

Point officers to antiracismstrategy.org. They will find the strategy already drafted, a guideline that takes them through it section by section, a report template for Council, a briefing and presentation for councillors, and a guide for handling a contested debate.

Offer to be part of the consultation. The strategy works best where councils have talked to the people most affected by racism in their area, and the model is explicit about that.