Operating Policies and Procedures No 24—Use of the Parliament House facilities for functions and events

Date: 17 February 2011 **Review:** January 2013

Approved: Secretary **File No:** 10/1563

Contact: Assistant Secretary, Building **Extn:** 4700

Services Branch

Introduction	. 2 . 2
House and charging arrangements	
Background	
Venues	
Venue set up charges for functions	. 4
Other charges that may apply	
Security for functions	
Audio visual services	
Cleaning	
Function Bookings	
Attachment B—Classification of functions held in Parliament House	
Background	
Funded events	
Non-funded Functions	
Decisions relating to the classification of functions	
Attachment C - List of Approved Parliamentary Groups	
Attachment D - Parliamentary Friendship Groups	
Background	
Definition of a formally recognised Parliamentary Friendship Group	
Financial Arrangements	. 9

Introduction

- There are various venues in Parliament House that may be booked for functions and events by parliamentarians, building occupants, external organisations and members of the public.
- This policy provides guidance to clients who wish to use the Parliament House facilities for their function and provides information on the following:
 - (a) classification of functions;
 - (b) approved Parliamentary and Formally Recognised Friendship Groups and their entitlements; and
 - (c) a list of venues that are available for functions.

- This policy also gives effect to the Parliament House Facilities Policy and Procedures Manual (the **Manual**), which provides guidance to Parliament House building occupants, catering contractors and external clients on the use of the building for functions and events.
- 4 **Attachment A** provides a list of venues that are available for functions in Parliament House.
- 5 **Attachment B** outlines the way in which functions are classified. It provides information on the distinction between a funded and a non-funded function.
- 6 **Attachment C** provides a list of Approved Parliamentary Groups.
- 7 **Attachment D** provides a definition of and the process to formally recognise Parliamentary Friendship Groups.

Criteria for the approval of functions in Parliament House

- 8 All functions and events held in Parliament House must be approved. The criteria used for approving any proposed function in Parliament House are:
 - (a) that the function/event would be considered to be acceptable to the majority of Senators and Members in the Parliament;
 - (b) that the function/event is consistent with the dignity of the Parliament;
 - (c) that the function/event is not likely to cause offence to any significant part of the Australian community;
 - (d) that the function/event will not adversely impact on any other activities in Parliament House, particularly the operations of parliamentary business, the Chambers or Committees /Hearings, also providing a clear thoroughfare for Senators and Members; and
 - (e) that the function/event does not disproportionately affect public access to areas that are usually open to the public.
- The Presiding Officers are the final approving authority for the approval of functions in Parliament House. The authority for approving functions is delegated to the Director, Facilities Management, DPS Building Services Branch, who approves functions after consulting with the Usher of the Black Rod and the Serjeant-at-Arms.
- 10 The Presiding Officers retain the discretion to overturn any approval decision at any time.

Priority of use

11 Priority for use of Parliament House facilities will always be given to approved parliamentary functions.

Presiding Officers' Approval

12 The policy was approved by the Presiding Officers on 7 February 2011.

Alan Thompson Secretary

Attachment A—Venues that are available for functions within Parliament House, and charging arrangements

Background

1 Any function held in Parliament House may attract fees and charges, particularly where the function has been classified as non-funded.

The types of charges that may apply include the following:

- (a) venue set up;
- (b) food and beverage;
- (c) audio visual services;
- (d) security; and
- (e) cleaning.

Venues

The following venues are available for functions:

- (a) Great Hall;
- (b) Marble Foyer (may only be used in conjunction with an approved function in the Great Hall);
- (c) Theatre;
- (d) Theatre Foyer (may only be used in conjunction with an approved event in the Theatre);
- (e) Mural Hall;
- (f) Senate and House of Representative Alcoves;
- (g) Private Dining Rooms (1 to 5);
- (h) Queen's Terrace Café and Queen's Terrace;
- (i) Queen's Terrace Gallery (schools hospitality).

Venue set up charges for functions

2 The venue set up charges for functions may be obtained from the Parliament House catering contractor.

Other charges that may apply

Security for functions

Any function that is held in Parliament House may require a security presence. Security is provided on a case-by-case basis, with the decision as to whether security is required for a particular function made by the Assistant Director Security Operations.

4 All security that is provided to non-funded functions is provided on a full cost recovery basis.

Audio visual services

- 5 Any audio visual services that are required for non-funded functions are provided by the Parliament House catering contractor.
- DPS has established an approved list of audio visual service providers that clients are able to select from for their functions. If the client wishes to use a supplier that is not on the list, they must use one of the approved providers to supervise their preferred audio visual supplier.

Cleaning

A very basic cleaning service is included as part of the venue hire charge; although, if the venue requires a more thorough clean, this charge may be fully cost recovered from the client.

Function Bookings

8 All catered and non catered function bookings are to be directed to Parliament House Catering by IHG on 02 62775146 in the first instance.

Attachment B—Classification of functions held in Parliament House

Background

1 Functions and events that are held in Parliament House are divided into two categories—funded and non-funded functions.

Funded events

- 2 Funded functions are defined as a function that is approved and supported by the Parliament as a whole. In this respect, a whole-of-Parliament perspective is taken rather than an Executive Government perspective.
- 3 The categories of funded functions include:
 - (a) a function for any parliamentary purpose, including the Parliament's education and public relations activities under the auspices of the International Community Relations Office (**ICRO**) and the Parliamentary Education Office (**PEO**)—this category also includes special ceremonial events, such as the Opening of Parliament;
 - (b) a function arranged by the Executive Government, which is supported by the Parliament as a whole—primarily national events arranged by the Ceremonial and Hospitality Unit (**CERHOS**) of the Department of the Prime Minister and Cabinet;
 - (c) free public performances;
 - (d) functions that are supported by the Presiding Officers in their capacity as Presiding Officers;
 - (e) official functions that are held by one of the three parliamentary departments (note that this does not include social functions);
 - (f) certain meetings or functions held by Approved Parliamentary Groups. (Attachment C);
 - (g) functions that relate to the activities of the Parliament as a whole, or of one House, such as swearing in of the Governor-General;
 - (h) functions held by Parliamentary Joint Committees, or Committees of either House;
- Where a function is classified as non-funded, these services are charged on a full cost recovery basis.
- 5 For Approved Parliamentary Group functions, DPS will meet ancillary costs such as security, audio visual services, venue hire and set up. Note that food and beverage charges are not considered an ancillary cost.
- It is important to note functions that are sponsored or booked by Senators or Members are not automatically classified as funded functions.

Non-funded Functions

Non-funded functions include functions that are sponsored or booked by Senators and Members, but do not fall within any of the categories of funded

functions. This will apply, even if the parliamentarian who booked the function is a Minister or holds a senior Executive Government position. They include:

- (a) any function organised by a political party, regardless of whether that party is in Government or whether the function involves parliamentarians;
- (b) functions that are organised or booked by government agencies or departments, even where it involves a Minister or other parliamentarians;
- (c) functions that are booked by a parliamentarian on behalf of an organisation external to the Parliament, even if the Member or Senator who makes the booking will be in attendance. This includes:
 - (i) a Press Club address, media launch or any conference at which a parliamentarian speaks;
 - (ii) a function for an industry, community or business group booked or supported by the local member or another parliamentarian; and
 - (iii) a function aimed at showcasing an activity, product or industry to parliamentarians.

Decisions relating to the classification of functions

- 8 DPS Facilities Management will classify all functions held in Parliament House in accordance with this policy.
- 9 Where a function organiser is not satisfied with the classification of their function, then the decision may be referred to the Presiding Officers, who will make a final decision about the classification of the function.

Attachment C - List of Approved Parliamentary Groups

Inter-Parliamentary Union (IPU) Groups

Malaysia Afghanistan Maldives Albania Malta Algeria Mauritius Argentina Mexico Armenia Mongolia Austria Montenegro **Baltic States** Morocco Bangladesh Nepal Belgium Netherlands Bosnia & Herzegovina New Zealand

Bosnia & Herzegovina New Zeala
Brazil Nigeria
Bulgaria Pacific
Cambodia Pakistan

Canada Papua New Guinea

Chile Peru
China Philippines
Colombia Poland
Croatia Portugal
Cuba Romania
Cyprus Russia
Czech Republic Saudi Arabia

Denmark Serbia
Egypt Singapore
Eritrea Slovakia
European Parliament Slovenia
Finland South Africa
Former Yugoslav Republic of Macedonia Spain
France Sri Lanka

France Sri Lanka
Germany Sweden
Greece Switzerland
Hungary Syria
Iceland Thailand
India Timor Leste
Indonesia Turkey
Iran Uganda

IraqUkraineIrelandUnited Arab EmiratesIsraelUnited KingdomItalyUnited Nations

Japan Uruguay

Jordan United States of America Republic of Korea Venezuela

Kuwait Vietnam Laos Zimbabwe

Lebanon

Other Approved Parliamentary Groups

Commonwealth Parliamentary Association (**CPA**) member countries The Parliamentary Christian Fellowship

Attachment D - Parliamentary Friendship Groups

Background

- To deal with a growing number of Parliamentary Friendship Groups requesting to be formally recognised, the Presiding Officers have set out the criteria defining a formally recognised Parliamentary Friendship Group.
- 2 Recognition of friendship groups by the Parliament terminates at the end of each Parliament. Friendship groups will need to reapply for formal Parliamentary recognition at the commencement each Parliament.

Definition of a formally recognised Parliamentary Friendship Group

- To qualify as a formally recognised Parliamentary Friendship Group, the group must:
 - (a) be open to all Senators and Members;
 - (b) be apolitical;
 - (c) be clearly defined;
 - (d) have no external sponsorship from external organisations; and
 - (e) be formally endorsed by the Presiding Officers as a Formally Recognised Friendship Group.
- Where parliamentarians wish to have their specific group recognised as a Formally Recognised Friendship Group, formal written approval from the Presiding Officers will be required.
- To be formally recognised as a Friendship Group, evidence of the following will need to be provided:
 - (a) the Group must have a Chairperson and a Deputy Chair; and
 - (b) the Group must have membership of at least 10 current sitting Senators and Members.
- 6 All applications must be made in writing to the Presiding Officers, who will assess the request and advise the group of their decision.
- 7 The Presiding Officers will recognise a specific group as a Formally Recognised Friendship Group based on the above criteria.

Financial Arrangements

9 Functions held for Parliamentary Friendship Groups are non funded and are required to meet any costs associated with the event as outlined in (**Attachment A**).