



Information Circular No: **2010/35** Date: 7 December 2010

TO: SENATORS, MEMBERS AND OTHER BUILDING OCCUPANTS

DPS Services—summer adjournment

1 The following table sets out information about DPS services, and those provided by licensees in Parliament House, over the summer adjournment.

2 When you leave Parliament House, please remember to turn off all lights, personal computers, monitors, printers, photocopiers, televisions, video players and any other electrical equipment that does not need to operate during the break. This should occur every evening, but it is especially important to turn off lights and power if you will be away from Parliament House for several days or weeks.

3 DPS wishes all building occupants a happy, safe and relaxing summer break.

Alan Thompson
Secretary

Service	Closes ...	Reopens ...	Comments
Building access			
Public entrance	5:00pm 24 Dec	9:00am 26 Dec	
Forecourt basement car park entrance (Security Point One)	--	--	Open 24/7 throughout the summer adjournment.
Senate entrance	11:00pm 24 Dec	6:00am 26 Dec	Reduced hours from 26 Dec 2010 to 2 Jan 2011: 6:00am to 8:00pm. Normal hours of access resume from 6:00am on 3 Jan 2011.
House of Representatives entrance	11:00pm 24 Dec	6:00am 26 Dec	Reduced hours from 26 Dec 2010 to 2 Jan 2011: 6:00am to 8:00pm. Normal hours of access resume from 6:00am on 3 Jan 2011.
Ministerial Wing ground floor entrance (Security Point Six)	11:00pm 24 Dec	7:00am 4 Jan	
Ministerial Wing basement car park entrance (Security Point Eight)	--	--	Open 24/7 throughout the summer adjournment.

Service	Closes ...	Reopens ...	Comments
Security Pass Office	12:30pm 24 Dec	9:00am 4 Jan	Reduced hours 4-17 Jan 2011 – 9:00am to 12:00pm and 1:00pm to 3:00pm Monday to Friday.
Catering/retail/other concessions			
Members' Club	30 Nov	8 Feb	
Members' Guests Dining Room	Close of Business (COB) 23 Dec	24 Jan	
Room Service	COB 24 Dec	17 Jan	
Committee catering	COB 24 Dec	10 Jan	Committee room catering inquiries contact IHG on 5378.
Private Dining Rooms	--	--	Catering inquiries, contact IHG on 5378.
Events Office	COB 24 Dec	10 Jan	Catering inquiries, contact IHG on 5378.
Staff Dining Room	COB 24 Dec	17 Jan	Pass holders discounts will apply to Staff Dining Room menu item at Queen's Terrace Café while Staff Dining Room is closed.
Queen's Terrace Café	COB 24 Dec	26 Dec	Closed Christmas Day only. Open 9:30am to 4:30pm 7 days a week. Limited Staff Dining Room menu will be available.
Coffee Cart	COB 24 Dec	17 Jan	
Aussie's General Store	COB 17 Dec	24 Jan	Extended closure due to kitchen refurbishment.
Florist	COB 22 Dec	27 Jan	
Australia Post	COB 24 Dec COB 30 Dec	29 Dec 4 Jan	
Capital Hair	COB 23 Dec	11 Jan	
Physiotherapist	COB 17 Dec	7 Jan	Reduced hours through December and January: 8:00am–12:30pm, Wednesdays and Fridays only
The Parliament Shop	COB 24 Dec	26 Dec	
HRG Australia	COB 24 Dec COB 31 Dec	29 Dec 4 Jan	
Westpac Bank	12:30pm 24 Dec	9:30am 10 Jan	

Service	Closes ...	Reopens ...	Comments
DPS Services			
Nurses Centre	5:00pm 24 Dec	9:00am 4 Jan	
Health and Recreation Centre	5:00pm 24 Dec	11:00am 4 Jan	Reduced Hours 4–15 Jan 2011: 11:00am to 7:00pm.
Loading Dock	5:00pm 24 Dec	7:00am 4 Jan	Staff will be rostered on to empty waste bins every few days during the stand down period.
Parliamentary Library	COB 24 Dec	8.30am 4 Jan	Internet website www.aph.gov.au/library and Parlinfo search available while Library closed. Work requests can be lodged by email to libraryenquiries@aph.gov.au , by phone to (02) 6277 2500 (answering machine) or by fax to (02) 6277 2599. "Book return" chute will remain open.
Ground Floor Reading Room	3:00pm 24 Dec	8:30am 17 Jan	"Book return" chute will remain open.
Newspaper Reading Room	--	--	Open throughout the summer adjournment but newspapers will not be updated from 24 December until 4 January.
Client Support 2020	8:00pm 24 Dec	8:00am 4 Jan	Emergency support for Senators and Members only available on (02) 6277 2020.
Maintenance Services Help Desk (extn 5045)	--	--	Open throughout the summer adjournment.
Parliament House Switchboard	5:00pm 24 Dec 5:00pm 31 Dec	9:00am 29 Dec 8:00am 4 Jan	
Telephone Help Desk (extn 5678)	5:00pm 24 Dec	8:00am 4 Jan	Messages will be taken for any requests over this period. Urgent requests should be directed to switch board by dialling 9.
Airconditioning	COB 24 Dec (moves to "weekend" mode)	4 Jan (normal operations resume)	Use after-hours button (see DPS Service Catalogue) to operate air-conditioning in "weekend" mode.