Parliament House Services—Summer Adjournment

Some services at Parliament House will be reduced during the summer adjournment. The attached table provides details of the amended operating hours of various services.

When you leave Parliament House before a break, please remember to turn off all lights and electrical equipment that does not need to operate while you are away from the office.

I wish you all a happy, safe and relaxing festive season.

Office of the Secretary
12 December 2012

Information Circular 47

Building access			
Service	**Closes**	**Reopens**	**Comments**
Public Entrance	5:00pm 24 Dec	9:00am 26 Dec	
Forecourt basement car park entrance (Security Point One)	No change	No change	Open 24/7 throughout the summer adjournment.
Senate Entrance	8:00pm 24 Dec	6:00am 26 Dec	Reduced hours of access from 26 Dec to 2 Jan 6:00am – 8:00pm. Normal hours of access resume on 2 Jan at 6:00am.
House of Representatives entrance	8:00pm 24 Dec	6:00am 26 Dec	Reduced hours of access from 26 Dec to 2 Jan 6:00am – 8:00pm. Normal hours of access resume on 2 Jan at 6:00am.
Ministerial Wing ground floor entrance (Security Point Six)	11:00pm 24 Dec	7:00am 2 Jan	
Ministerial Wing basement car park entrance (Security Point Eight)	No change	No change	Open 24/7 throughout the summer adjournment.
Security Pass Office	12:00pm 24 Dec	9:00am 2 Jan	Reduced hours from 2 to 18 Jan 9:00am – 12:00pm 1:00pm – 3:00pm.

Catering/retail/other concessions			
Service	**Closes**	**Reopens**	**Comments**
Members' Club	30 Nov	5 Feb	
Members' Guests Dining Room	14 Dec	5 Feb	
Room Service	30 Nov	5 Feb	
Committee catering	21 Dec	14 Jan	
Private Dining Rooms	21 Dec	7 Jan	
Events Office	21 Dec	7 Jan	
Staff Dining Room	21 Dec	7 Jan	Reduced services from 7 – 18 Jan. Coffee and premade items from 7 – 11 Jan. A la carte, wok and hot food from 14 – 18 Jan. Business as usual from 21 Jan.
Queen's Terrace Café	4:30pm 24 Dec	9:30am 26 Dec	
Coffee Cart	21 Dec	7 Jan	

Catering/retail/other concessions cont.			
Service	**Closes**	**Reopens**	**Comments**
Aussie's General Store	21 Dec	21 Jan	
Florist	20 Dec	29 Jan	
Australia Post	5:00pm 24 Dec 5:00pm 28 Dec	9:00am 27 Dec 9:00am 2 Jan	
Capital Hair	3:00pm 21 Dec	9:00am 22 Jan	
Physiotherapist	12:00pm 21 Dec	8:00am 8 Jan	
The Parliament Shop	5:00pm 24 Dec	9:00am 26 Dec	
HRG Australia (FCm Travel)	21 Dec (HRG)	2 Jan (FCm)	
Westpac Bank	1:00pm 21 Dec	9:30am 14 Jan	

Other services			
Service	**Closes**	**Reopens**	**Comments**
Nurses' Centre	COB 24 Dec	2 Jan	First Aid services available 24/7 – contact Security on extn 5999.
Health and Recreation Centre	5:00pm 24 Dec	11:00am 2 Jan	Reduced Services from 2 Jan to 11 Jan (opening hours 11am to 7pm week days). Business as usual: 14 Jan.
Loading Dock	COB 24 Dec	7:00am 2 Jan	
Parliamentary Library	COB 24 Dec	2 Jan	
Ground Floor Reading Room	1:00pm 24 Dec	21 Jan	
Newspaper Reading Room	No change to opening times	No change to opening times	Open throughout the summer adjournment Please note: newspapers will not be updated from 24 Dec to 2 Jan
IT Help Desk (Client Support) 2020	4:30pm 24 Dec (on call services for Members and Senators only)	8:00am 2 Jan	On call services available only for Members and Senators with urgent matters during the shutdown period.
Maintenance Services Help Desk (ext 5045)	No change	No change	Available 24/7 throughout the summer adjournment
Parliament House Switchboard	5:00pm 24 Dec 5:00pm 31 Dec	9:00am 27 Dec 8:00am 2 Jan	Switchboard closed on public holidays (25, 26 Dec and 1 Jan)
Telephone Help Desk (extn 5678)	5:00pm 24 Dec	8:00am 2 Jan	
Air-conditioning	'Weekend Mode' from COB 24 Dec	2 Jan	Air-conditioning will operate in the public areas as well as in certain areas that will continue to be staffed over this period. Staff may alter the air-conditioning settings in individual suites by prior arrangement by calling the Maintenance Services help desk on ext 5045.