



PARLIAMENT OF AUSTRALIA

President of the Senate

Speaker of the House of Representatives

Parliamentary Friendship Groups

1. The Presiding Officers have set the criteria defining a recognised Parliamentary Friendship Group. Recognition of a Parliamentary Friendship Group is for the term of a Parliament. Friendship groups are required to reapply for formal recognition at the commencement of each Parliament.

2. To qualify as a recognised Parliamentary Friendship Group, the group must:

- be open to all Senators and Members;
- be apolitical;
- be clearly defined;
- have no sponsorship from external organisations;
- have a Chairperson and Deputy Chair; and
- have a membership of at least 10 current sitting senators and members.

3. All applications for recognition as a Parliamentary Friendship Group should be submitted in writing to the Presiding Officers, who will assess the request and advise the group of their decision. Applications should address the criteria outlined above. Recognised groups will have their details placed on the APH website. To assist applicants a draft request letter is available below.

4.1 Parliamentary Friendship Groups have access to a variety of spaces in which to hold their events. These events must align with the intended use of a space and meet the guidelines for whatever space is being used. Spaces include;

- Senate and House of Representatives committee rooms;
- The Public Alcove;
- The Senate and House of Representatives Alcoves (to be reviewed for 2017);
- Courtyards.

4.2 There will be no charge to Parliamentary Friendship Groups for the venue hire of any of these spaces. In the Public, Senate and House of Representatives Alcoves basic room and AV set up, and security costs will be met by the Department of Parliamentary Services as will basic cleaning. The cleaning of excessive mess, spillages or the removal of items remaining after an event may result in additional charges to the friendship group.

4.3 Regardless of which space is used any catering costs will be the responsibility of the friendship group using the space. Self-catering is only possible in the Public Alcove, the Senate and House of Representatives Committee Rooms and the Courtyards.

4.4 To book the Public Alcove or Courtyards, please contact Senate Services on x3500 or the Serjeant-at-Arms office on x4889. To book the Senate or House of Representatives Alcoves please call IHG on x5021.

Date

Senator the Hon Stephen Parry
President of the Senate
SG40
Parliament House

The Hon Tony Smith MP
Speaker of the House of Representatives
RG-44
Parliament House

Dear Presiding Officers,

Re: Parliamentary Friends of [insert name of the group]

[I/We] [am/are] writing to request your support for the formal recognition of the Parliamentary Friends of [insert name of the group] in the 45th Parliament.

It is intended that this Group will provide a non-partisan forum for MPs to meet and interact with [insert intended stakeholder groups] on matters relating to [insert area of concern to the group].

The Group is open to all Senators and Members and has no sponsorship from external organisations. Individual events may be sponsored by related organisations to cover event costs. I/We will be serving as Chair of the Group with Mr X X (PTY – Seat/State) as co/Deputy-Chair.

The following Members of Parliament have requested membership of the Group:

Name	Electorate/State

Many thanks for your consideration on this matter.

Senator X X MP

Federal Member for X/Senator for State