## Establishment of Parliamentary (Non-Country) Friendship Groups – 48th Parliament

A Parliamentary (Non-Country) Friendship Group (‘Parliamentary Friendship Group’) is a non-partisan forum within Parliament for members from various parties to discuss and advocate for a domestic cause or interest. Parliamentary Friendship Groups provide a platform for parliamentarians to engage with specific stakeholders and to raise awareness of the stated cause or issue.

Requests to form a Parliamentary Friendship Group for sub-national regions or specific groups within nation states will be declined. Parliamentary relations with nation states are fostered through Parliamentary Country Groups. For information about Parliamentary Country Groups, please contact the International and Parliamentary Relations Office.

The formation of a Parliamentary Friendship Group is subject to criteria set by the Presiding Officers. Recognition of a Parliamentary Friendship Group is for the term of a Parliament, and all Friendship Groups must reapply for formal recognition at the commencement of each Parliament.

### Groups must meet the following requirements:

* have a minimum membership of 20 current sitting parliamentarians, with at least two MPs and two senators. All must sign the membership list.
* have a minimum of two (one government and one non-government) and a maximum of three (one government, one coalition and one cross bench) co-chairs.
* include in the letter of request, clearly defined objectives, and key stakeholders the group will be interacting with.
* be open to all parliamentarians.
* have no sponsorship from external organisations.

All applications for recognition as a Parliamentary Friendship Groups must be submitted in writing to the Presiding Officers, who will assess the request and advise the co-chairs of their decision. The letter of request should address all criteria outlined above and be signed by all co-chairs.

Recognised groups will have their details published on the Australian Parliament House website.

Ongoing management of the membership list will be the responsibility of the co-chairs.

### Event Bookings

Parliamentary Friendship Groups have access to a variety of spaces in which to hold their events. Bookings are subject to availability. These events must meet the guidelines and align with the intended use of a space.

If the event is booked in an eligible space **by a co-chair of the group**, no charge will apply for venue hire and basic room set up, basic AV, security and basic cleaning costs. These costs will be met by the Department of Parliamentary Services.

Excessive mess, spillages or the removal of items remaining after an event may result in additional charges to the group. All catering costs will be the responsibility of the Friendship Group. Self-catering is only possible in the Senate and House of Representatives Committee Rooms and the Courtyards.

| **Eligible spaces (subject to availability)** |
| --- |
| **The following venues are booked through Catering and Events ext 8000**[Events Venues Policy](https://www.aph.gov.au/-/media/05_About_Parliament/54_Parliamentary_Depts/543_DPS/policy/Parliament_House_Event_Venues_Policy.pdf?la=en&hash=496B977F9D81032FC9CD3772BB1EFB2705FFC73A) |
| * Dame Dorothy Tangney Alcove
 | * Dame Enid Lyons Alcove
 |
| * Sir Richard Baker Room
 | * Sir Fredrick Holder Room
 |
| * Library space (after 8pm)
 | * Theatrette and foyer
 |
| **The following spaces are booked through Senate Services x3500 or the Serjeant-at-Arms Office (HoR) x4889** |
| * Senate and House of Representatives courtyards:

 [Policy on courtyard use](https://parlaph.sharepoint.com/sites/REPSNET/IntranetDocuments/policy-use-aph-courtyards.pdf)House of Reps: 27 J & KSenate: 28 C, D, H, J & K  | * Senate and House of Representatives committee rooms

[Policy on committee room use](https://parlaph.sharepoint.com/sites/REPSNET/IntranetDocuments/policy-use-aph-committee-rooms.pdf)Note: for meeting use only – these are not event spaces |
| ***IMPORTANT NOTE:*** *A priority order applies to committee room use.Cancellations may occur at short notice.* |

Senator the Hon Sue Lines The Hon Milton Dick MP

President of the Senate Speaker of the House of Representatives

SG-40 RG-44

Parliament House Parliament House

Date

Dear Presiding Officers

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

We are writing to request your support for the formal recognition of the Parliamentary Friends of [insert name of the group] in the 48th Parliament.

This group will provide a non-partisan forum for parliamentarians to meet and interact with [insert any potential stakeholder groups] on matters relating to [insert the issue or interest of the group and its objectives].

The group is open to all parliamentarians and has no sponsorship from external organisations. Individual event costs may be covered by stakeholder groups. The [insert name of the group] will not manage funds directly and will appoint a third-party event organiser to undertake this responsibility if required.

Accompanying this request is a list of the parliamentarians who have signed up for membership.

We will be serving as Co-Chairs of this group.

We thank you for your consideration on this matter.

**[Name of Senator or MP] [Name of Senator or MP]**

Senator for State/Federal Member for X Senator for State/Federal Member for X

## The following parliamentarians have requested membership of the group

| **PARLIAMENTARY FRIENDS OF [insert name] MEMBERSHIP LIST** |
| --- |
| **Name**  | **Electorate/State** | **Signature** |
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