

**Senate Finance and Public Administration Legislation Committee  
—Supplementary Budget Estimates Hearing—October 2014**

**Answers to Questions on Notice**

**Parliamentary departments, Department of Parliamentary Services**

Topic: **Hospitality requests**  
Question: **188**  
Hansard Reference **p 92, 20 October 2014**

**Date set by the committee for the return of answer: 31 December 2014**

**Senator WONG:** I would like to know when DPS is advised, how that request from ICRO, the International Community and Relations Office, generates the request. Is it by phone call et cetera? Is there a form, a requisition or some written document? If so, I would like it provided in relation to all of the functions to date, including those in the question on notice 297. There must be internal recording of what was requested and provided, because you have given it to me. Correct?

**Ms Hanley:** Yes.

**Senator WONG:** In that internal recording, is there any indication as to the nature of the event?

**Ms Hanley:** I would have to take that on notice, but I can find that out.

**Answer**

DPS receives requests for function equipment from IPRO, the International Parliamentary Relations Office (previously ICRO, the International Community and Relations Office), predominantly via email and at times, phone calls.

There are no forms submitted.

On receipt of a request, DPS registers the request in an operational outlook calendar for actioning and saves any email requests into our electronic record management system.

Copies of emails received from IRPO for the period of 12 November 2013 to 30 September 2014 are attached for your information.

Note: the function referred to in the email of 2 May 2014, for Thursday 15 May 2014, was cancelled via an email and was followed up with a phone call from IPRO on 14 May 2014, this email has been included.

DPS was notified of the following requests via a phone call:

<b>Date Equipment</b>	<b>Equipment Requested for Speaker's suite by International Community and Relations Office, Dept House of Representatives for functions</b>
4.12.2013	5 tables (tables left after function on 2.12.2013, see email of 29.11.2013 for original furniture request for 2.12.2013)
26.5.2014	1 mobile bar (originally requested 1 mobile bar and three tables via email on 21 May 2014)
14.7.2014	1 mobile bar

[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Friday, 15 November 2013 4:05 PM  
**To:** [REDACTED] Facilities Management (DPS)  
**Cc:** Hart, Kylie (B. Bishop, MP); Nicole Hosford (Nicole.Lieschke@ihg.com)  
**Subject:** FUNCTION REQUIREMENTS

Place in CQCS Calander

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Hi could you please arranged for Canberra Queanbeyan to deliver to the speakers courtyard Tuesday 19 November for a Reception 6pm Mobile Bar ,1 Trestle table 2 cocktail rounds

Thank you

Colin

*Colin Christian*

Protocol & Function Coordinator  
International and Community Relations Office  
Suite R1-37  
Parliament House, Canberra

[REDACTED]

or  
email: [functions@aph.gov.au](mailto:functions@aph.gov.au)

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[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Friday, 22 November 2013 8:58 AM  
**To:** Facilities Management (DPS)  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP); Nicole Hosford (Nicole.Lieschke@ihg.com)  
**Subject:** TRIM: Requirements for Christmas BBQ 2 & 3 December 2013  
**HP TRIM Record Number:** [REDACTED]

Entered in CQCS calendar.

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Hi to all

Could you please arranged for Canberra Queanbeyan to deliver to Speakers courtyard on Monday 2 December and leave the furniture until morning of Wednesday 4 December

75 Function chairs  
8 Banquet rounds  
4 cocktail rounds  
6 trestle tables  
Mobile bar

Thank you

Colin

*Colin Christian*

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email: [functions@aph.gov.au](mailto:functions@aph.gov.au)

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**From:** Christian, Colin (REPS)  
**Sent:** Friday, 29 November 2013 12:49 PM  
**To:** Facilities Management (DPS)  
**Cc:** [REDACTED] Nicole Hosford (Nicole.Lieschke@ihg.com)  
**Subject:** TRIM: FW: Requirements for Christmas BBQ 2 & 3 December 2013 changes to Numbers

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**HP TRIM Record Number:** [REDACTED]

### Updated CQCS Calendar 29/11 MJW

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*Colin Christian*

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email: [functions@aph.gov.au](mailto:functions@aph.gov.au)

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**From:** Christian, Colin (REPS)  
**Sent:** Friday, 22 November 2013 8:58 AM  
**To:** Facilities Management (DPS)  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP); Nicole Hosford ([Nicole.Lieschke@ihg.com](mailto:Nicole.Lieschke@ihg.com))  
**Subject:** Requirements for Christmas BBQ 2 & 3 December 2013

Hi to all

Could you please arranged for Canberra Queanbeyan to deliver to Speakers courtyard on Monday 2 December and leave the furniture until morning of Wednesday 4 December

65 Function chairs

7 Banquet rounds

4 cocktail rounds

6 trestle tables

Mobile bar

Thank you

Colin

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[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Wednesday, 4 December 2013 9:04 AM  
**To:** Facilities Management (DPS)  
**Cc:** [REDACTED] Clifford, Julia (Sen J. Hogg); Hart, Kylie (B. Bishop, MP)  
**Subject:** TRIM: Requirements for Presiding's officers suites Christmas functions

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**HP TRIM Record Number:** [REDACTED]

**In CQCS calander. MJW**

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Hi

Could you please arranged for Canberra Queanbeyan to delivery on Thursday 12 December for set up , function are on the morning of 13 December 2013, the tables can be remove from the suites after 12 noon on the Friday 13 December.

President suite  
4 cocktail round tables  
4 trestle tables

Speaker suite  
4 cocktail round tables  
4 trestle tables

Thank you

Colin

*Colin Christian*

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[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Thursday, 12 December 2013 3:14 PM  
**To:** Facilities Management (DPS)  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP)  
**Subject:** TRIM: Table requirements for Speakers courtyard 27F function on 17 December 2013

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**HP TRIM Record Number:** [REDACTED]

Entered in CQCS calendar

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Hi could you please arranged 3 large rounds and 26 red chairs to go in on Monday afternoon 16 December Speakers courtyard Dining room side 27F and also removed the existing tables this courtyard to courtyard 27G leave the umbrellas and stands in the courtyard dining room side courtyard 27F. All can be all removed on Wednesday 18 December. There is Trestle tables, cocktail rounds and Mobile already in courtyard we used them for this function.

Thank you

Colin

*Colin Christian*

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[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Monday, 3 March 2014 12:16 PM  
**To:** DPS - Events Management  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP); Nicole Hosford (Nicole.Lieschke@ihg.com)  
**Subject:** TRIM: Cocktail Reception furniture requirements 6 March

**HP TRIM Record Number:** [REDACTED]

Hi Facilities and [REDACTED] could you please arranged for Canberra Queanbeyan to deliver to Speakers Courtyard 27F, for a Cocktail reception on the evening 6 March

4 adjustable cocktail rounds

4 trestle tables

1 Mobile Bar

Could you also arranged for the slat wooden tables and chairs to be removed from 27F to courtyard 27G and return the next day please, leave the sun umbrellas in courtyard 27F

If raining the Reception will be moved inside

Thank you

Colin

*Colin Christian*

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[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Tuesday, 11 March 2014 9:22 AM  
**To:** DPS - Events Management  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP); Clifford, Julia (Sen J. Hogg); Nicole Hosford (Nicole.Lieschke@ihg.com)  
**Subject:** TRIM: Furniture requirements for President and Speaker  
**HP TRIM Record Number:** [REDACTED]

Good Morning could you please arranged for Canberra Queanbeyan to place in courtyards

Monday 17 March  
Dinner Speaker suite 6.30pm  
1 Mobile bar  
2 Cocktail rounds

Wednesday 19 March  
BBQ President courtyard 6.30pm

1 Mobile bar  
3 Cocktail Rounds  
4 trestle tables  
30 red function chairs

Removed Slate tables and plastic chairs from courtyard 28f and place into courtyard 28g, please leave sun umbrellas in courtyard 28f return furniture the next day to courtyard 28f  
Need to have at least 3 sun umbrellas in courtyard 28f for the function

Thank you

Colin

*Colin Christian*

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[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Thursday, 20 March 2014 12:40 PM  
**To:** DPS - Events Management  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP)  
**Subject:** TRIM: Furniture for Speaker suite next week

**HP TRIM Record Number:** [REDACTED]

Hi could you please arranged for Canberra Queanbeyan to deliver to Speaker courtyard

Monday 24 March 6.30pm start dinner

Mobile Bar  
2 Cocktail rounds

Thursday 27 March Buffet lunch Speakers courtyard 27F 12 noon start

Mobile Bar  
5 Round Tables  
41 banquet chairs  
5 Trestle tables

Could you please asked Canberra Queanbeyan to removed slate wooden tables and plastic chairs from courtyard 27F and place them into courtyard 27G and return them back next day Please leave the sun umbrellas in courtyard 27F

Thank you

Colin

[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Friday, 2 May 2014 10:42 AM  
**To:** DPS - Events Management  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP); Clifford, Julia (Sen J. Hogg); [REDACTED]  
**Subject:** TRIM: Hi [REDACTED] Items required for Presiding officers Functions  
**HP TRIM Record Number:** [REDACTED]

Hi It looks like we going to have a busy Budget week with the Presiding officers, could you please arranged for Canberra Queanbeyan to deliver the following for the presiding officers functions.

Next week could you please arranged for the portable oven to come from Function Kitchen IHG back to Speakers Kitchen as they will required it for a dinner on Tuesday 13 May.  
Also required for the night of 13 May it can be derived on Monday 12 May as Tuesday in going to be busy day, 2 Cocktail rounds and mobile bar 1 trestle table and 23 function chairs (to be placed in courtyard 27 G, I will advise you if the numbers go down.

Wednesday 14 May  
President suite  
The portable oven will need to go from Speakers Kitchen to President Kitchen  
Mobile bar from Speakers to President suite and 2 cocktails rounds

Thursday 15 May  
Speakers Suite  
The portable oven from President Kitchen to Speakers Kitchen  
Mobile bar and 2 cocktail rounds from President suite to Speakers Suite

Thank you

Colin

*Colin Christian*  
Protocol & Function Coordinator  
International and Community Relations Office  
Suite R1-37  
Parliament House, Canberra



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[Redacted]

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**From:** Christian, Colin (REPS)  
**Sent:** Wednesday, 14 May 2014 1:57 PM  
**To:** [Redacted]  
**Subject:** RE: Any word on speakers event tomorrow night?

Sorry been busy function is Cancelled

*Colin Christian*

Protocol & Function Coordinator  
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Parliament House, Canberra

[Redacted]

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**From:** [Redacted]  
**Sent:** Wednesday, 14 May 2014 1:56 PM  
**To:** Christian, Colin (REPS)  
**Subject:** Any word on speakers event tomorrow night?

[Redacted]

Parliamentary Experience Branch  
Department of Parliamentary Services

[Redacted]

[REDACTED]

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**From:** Christian, Colin (REPS)  
**Sent:** Wednesday, 21 May 2014 2:09 PM  
**To:** DPS - Events Management  
**Cc:** [REDACTED] Hart, Kylie (B. Bishop, MP)  
**Subject:** TRIM: Furniture and help requirements

**HP TRIM Record Number:** [REDACTED]

Hi to all could you arranged for

Monday 26 May Speakers suite

Mobile Bar, (cocktail round, 2 trestle tables,)

At 2.10 pm on the Monday 26 May will need help to moved large marble coffee table from centre of lounge room to one side of room so we can put Buffet table in centre of room the next morning the coffee table is be put back in place please

Next lot of action will be on the 16 June 2014

Regards

Colin

*Colin Christian*

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[Redacted]

**From:** [Redacted]  
**Sent:** Thursday, 12 June 2014 6:21 PM  
**To:** Functions ICRO  
**Cc:** Nicole Hosford (Nicole.Lieschke@ihg.com); Hart, Kylie (B. Bishop, MP); DPS - Events Management  
**Subject:** TRIM: RE: Sorry about late notice for next week actual not much  
**HP TRIM Record Number:** [Redacted]

Hi Col,

This is booked in.

Kylie, my guys will deliver the equipment between 9am and 10am on Monday 16 June, hope this is ok. They will remove them the following morning prior to 9am.

Kind Regards

[Redacted]

[Redacted]

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**From:** Christian, Colin (REPS) **On Behalf Of** Functions ICRO  
**Sent:** Thursday, 12 June 2014 12:17 PM  
**To:** [Redacted]  
**Cc:** Nicole Hosford ([Nicole.Lieschke@ihg.com](mailto:Nicole.Lieschke@ihg.com)); Hart, Kylie (B. Bishop, MP)  
**Subject:** Sorry about late notice for next week actual not much

Hi could you please arranged for delivery to:

Monday 16 June 2014

Dinner Speaker Suite 6.30 pm start

- 1 Mobile Bar
- 2 Cocktail Rounds

Just check with me before you removed bar if numbers do not increases for Afghanistan dinner on the Tuesday I may have to changed venue to a PO,S suite

Regards

Colin

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**From:** Christian, Colin (REPS)  
**Sent:** Tuesday, 19 August 2014 8:59 AM  
**To:** [REDACTED]  
**Cc:** Berry, Claire (B. Bishop, MP); Fletcher, Denise (Sen S. Parry)  
**Subject:** TRIM: Presiding officers over

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**HP TRIM Record Number:** [REDACTED]

Hi [REDACTED]

Could you please arranged Canberra Queanbeyan to move the oven from the President Kitchen to the Speakers Kitchen have 2 Functions next week in Speakers and could we please have the Mobile Bar in the Speakers on Tuesday 26 August for a dinner

Thank you

Colin

*Colin Christian*

Protocol & Function Coordinator  
Interantional and Parliamentary Relations Office  
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[REDACTED]

**From:** Christian, Colin (REPS)  
**Sent:** Wednesday, 24 September 2014 6:01 PM  
**To:** [REDACTED]  
**Cc:** Berry, Claire (B. Bishop, MP); Devlin, Anita (Sen S. Parry); Preston, Rosemary (B. Bishop, MP); [REDACTED]  
**Subject:** TRIM: Requirements for next week Presiding's officers Functions  
**Follow Up Flag:** Follow up  
**Flag Status:** Completed  
**HP TRIM Record Number:** [REDACTED]

Hi could you please arranged for Canberra Queanbeyan to do

Monday 29 September 2014 for a Dinner

Oven transfer from Speakers Kitchen to Presidents kitchen

Mobile Bar

1 cocktail round

Tuesday 30 September 2014

UK Speakers Lecture main committee room

One stage piece and stairs room available from 1pm

Speaker Suite Dinner

Oven transfer from President Suite Kitchen to Speaker Kitchen

Mobile bar

One cocktail round

Wednesday 1 September 2014

Reception in Speakers courtyard

Wire chairs removed from courtyard 27 F placed into 27G leave wooden tables and sun umbrellas

Mobile bar

2 trestle tables

4 cocktail rounds

Thank you

Colin

*Colin Christian*

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