



## PARLIAMENT OF AUSTRALIA

*President of the Senate*

*Speaker of the House of Representatives*

### **Establishment of Parliamentary (Non-Country) Friendship Groups**

1. 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 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 bipartisan Chairperson and Deputy Chair, or Co-chairs, including one from the government.
  - have a membership of at least 10 current sitting parliamentarians and must include at least one member and one senator. Chairs are deemed members.
3. Country Friendship Groups are formed under separate arrangements and are the preferred mechanism for bilateral engagement. Requests to form a Parliamentary (Non-Country) Friendship Group for sub-national regions or specific groups within nation states will be declined. For further information about Country Friendship Groups, please contact the International and Parliamentary Relations Office.
4. 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 and be signed by the Chairperson and Deputy chair, or both Co-chairs. Recognised groups will have their details placed on the APH website. To assist applicants, a draft request letter is available below.
5. 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 Dame Dorothy Tangney Alcove
  - The Dame Enid Lyons Alcove
  - Courtyards.
6. 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.
7. 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.
8. To book the Public Alcove or Courtyards, please contact Senate Services on x3500 or the Serjeant-at-Arms office on x4889. To book the Dame Dorothy Tangney Alcove or the Dame Enid Lyons Alcove please call x8000.



**Date**

Senator the Hon Sue Lines  
President of the Senate  
SG-40  
Parliament House

The Hon Milton Dick 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 47<sup>th</sup> Parliament.

It is intended that this Group will provide a non-partisan forum for parliamentarians to meet and interact with [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. The [insert name of the group] will not manage funds directly. As best practice, a third-party event organiser should be appointed to undertake this responsibility should it be required.

I/we will be serving as Chair/Co-Chair of the Group with NAME (PTY – Seat/State) as co/Deputy-Chair/Co-Chair. The following parliamentarians have requested membership of the Group:

Name	Electorate/State
1	
2	
3	
4	
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We thank you for your consideration on this matter.

**Senator XX MP**

Federal Member for X/Senator for State

**Senator XX MP**

Federal Member for X/Senator for Stat