



PARLIAMENTARY DINING GUIDELINES

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1. MEMBERS' DINING ROOM AND LOUNGE AREA

1.1. The Members' Dining Room and Lounge Area is reserved for the exclusive use of the following groups of people:

- a) Members of the Tasmanian Parliament
- b) Table Officers of the Tasmanian Parliament
- c) Sitting Members or Clerks of other Parliaments within the Commonwealth
- d) Former Members and former Clerks of the Tasmanian Parliament or other Parliaments within the Commonwealth.

1.2. No guests are permitted in the Members' Dining Room and Lounge Area.

2. MEMBERS AND GUESTS' DINING ROOM

The Members and Guests' Dining Room is reserved for the exclusive use of the following groups of people and their guests in accordance with clause 3 of these guidelines:

- a) Sitting Members of the Tasmanian Parliament
- b) Table Officers of the Tasmanian Parliament
- c) Sitting Members or Clerks of other Parliaments within the Commonwealth
- d) Current staff of the Tasmanian Parliament on non-sitting days only
- e) Heads and Deputy Heads of Tasmanian Government Agencies

3. GUESTS IN THE MEMBERS AND GUESTS' DINING ROOM

The Manager Parliamentary Catering Service reserves the right to deny the admittance of additional guests at their discretion according to operational needs.

USER	SITTING DAYS	NON-SITTING DAYS
Sitting Members of the Tasmanian Parliament	Up to three guests More than three guests require the prior approval of the Manager Parliamentary Catering Service	Up to three guests More than three guests require the prior approval of the Manager Parliamentary Catering Service
Table Officers of the Tasmanian Parliament	Up to three guests More than three guests require the prior approval of the Manager Parliamentary Catering Service	Up to three guests More than three guests require the prior approval of the Manager Parliamentary Catering Service
Sitting Members and Clerks of other Parliaments within the Commonwealth	Up to three guests More than three guest requires the approval of the Speaker	Up to three guests More than three guest requires the approval of the Speaker and the President acting jointly

	and the President acting jointly	
Former Tasmanian Parliament Members and their spouses, and former Tasmanian Parliament Clerks	One guest	Up to three guests More than three guests require the prior approval of the Manager Parliamentary Catering Service
Current staff of the Tasmanian Parliament	No dining privileges No guests	Up to three guests with prior approval of the Manager Parliamentary Catering Service
Heads and Deputy Heads of Tasmanian Government Agencies	One guest	Up to three guests with prior approval of the Manager Parliamentary Catering Service

4. STAFF DINING AREA (BISTRO) AND BILLIARDS ROOM

4.1. The Staff Dining Area and Billiards Room is accessible for use of the following groups of people and their guests in accordance with the table under clause 4.2:

- a) Staff of the Tasmanian Parliament
- b) Sitting Members of the Tasmanian Parliament, for take-away services only at key mealtimes
- c) Press gallery
- d) Departmental officers
- e) Police and security
- f) Ministerial drivers
- g) Contractors working within the Parliamentary Precinct

4.2. The Manager Parliamentary Catering Service reserves the right to deny the admittance of additional guests at their discretion according to operational needs.

Staff Dining Room Guests		
USER	SITTING DAYS	NON-SITTING DAYS
Sitting Members of the Tasmanian Parliament	One guest for coffee and light snacks (no hot meals) outside of lunch and dinner and service times	Up to three guests for coffee and light snacks (no hot meals) outside of lunch and dinner and service times
Staff of the Tasmanian Parliament	One guest	Up to three guests Additional guests require the approval of the Manager PCS Service
Press gallery	No guests	No guests

Departmental officers	No guests	No guests
Police/security	No guests	No guests
Ministerial drivers	No guests	No guests
Contractors	No guests	No guests

5. RESPONSIBLE SERVICE OF ALCOHOL

5.1. All users must adhere to Responsible Service of Alcohol directives of the Manager Parliamentary Catering Service. The Manager Parliamentary Catering Service reserves the right to refuse service under their Responsible Service of Alcohol obligations.

5.2 Parliamentary staff are responsible for ensuring compliance with the Workplace Drug and Alcohol Impairment Policy.

6. DRESS

Patrons are required to wear smart attire at all times. No offensive slogans on clothes or thongs are permitted.

7. SMOKING

Smoking, vaping and the use of other tobacco products is not permitted anywhere in the Parliamentary Precinct.

8. TABLE RESERVATIONS

Any table reservation with more than three guests invited requires a booking. Cancellations for these tables must be received as soon as possible. Last minute accommodations will be made at the discretion of the Manager Parliamentary Catering Service according to operational needs.

9. PAYMENT OF SERVICES

9.1. All services provided by Parliamentary Catering Service are to be paid for by credit card or account only on the day.

9.2. If any user has unpaid accounts refusal of further credit will occur and debt recovery measures will be implemented.

9.3. Outstanding debts may result in the suspension of use of any services of the Parliamentary Catering Service including the Members' Dining Room, the Members and Guests' Dining Room, Function Rooms and the use of the Staff Dining Room until outstanding debts are settled.

10. LUNCH AND DINNER ORDERING TIME FRAMES

Meal orders from the kitchen must be ordered within the allocated time frames to maintain work health and safety requirements in the kitchen. Extensions of ordering time may only be granted at the discretion of the Manager Parliamentary Catering Service.

Hours of operation	Staff Dining Room (Bistro)	Members' Dining Room, Members and Guests' Dining Room
Sitting days lunch	Must order between 12:00pm and 2:00 pm sharp	Must order between 12:30pm and 2:00pm sharp
Sitting days dinner	<p>Must order between 5:00 pm and 8:00 pm sharp</p> <p>The Bistro will close 30 minutes after the last bells or at midnight, whichever is earlier</p>	<p>Tuesday and Wednesday must order between 6:00 pm and 8:15 pm sharp</p> <p>Thursday must order between 6:00 pm and 8:00 pm</p> <p>Close time is subject to the discretion of the Manager Parliamentary Catering based on operational needs</p>
Non sitting days	Must order between 12:00 pm to 1:45 pm sharp	Must order between 12:00 pm to 1:45 pm sharp

11. INFRINGEMENT OF GUIDELINES

The Manager Parliamentary Catering Service will report any infringement or inappropriate behavior of any person to the Presiding Officers for appropriate action to be taken.