



Australian Government

Department of Finance

Ministerial and Parliamentary Services

Adelaide Commonwealth Parliament Offices

Pre-arrival guide

Welcome!

We look forward to welcoming you at the Adelaide Commonwealth Parliament Offices (CPO).

Located in the capital city of each state and in the Northern Territory, CPOs are managed by Ministerial and Parliamentary Services (MaPS), a division of the Australian Government Department of Finance.

Most CPOs provide permanent office accommodation to federal ministers and other office holders. MaPS staff provide a range of services, support and advice for federal parliamentarians and their staff, including those based in the CPO and in electorate offices across their state or territory.

Visiting suites and facilities at every CPO are available on a short-term basis to all federal senators, members and their accompanying staff for parliamentary business.



Our location

Level 13
100 King William Street
Adelaide SA 5000

Contact details:
[\(08\) 8205 1000](tel:(08)82051000)
M&PSSA@finance.gov.au

Office hours:
8:30am-5pm (Monday to Friday)

Accessible access is available through the buildings main entrance.

On arrival, all visitors to the CPO should report to the reception counter on level 13.

Facilities available

- A range of visiting suites
- Meeting rooms:
 - one seating up to 24 people and includes integrated AV system
 - one seating up to 14 people and includes integrated AV system
- Media room with a lectern
- Large telepresence room seats up to six people
- Public Wi-Fi is available in most areas
- Kitchens and bathroom facilities are available on each floor

Visiting suites



Visiting suites typically contain a standalone office for parliamentarians, a small open-plan office for accompanying staff, computers and printers connected to the APH network, telephones, office furniture and a basic range of stationery.

Visiting suites must be reserved through the MaPS State Office and are generally allocated on a 'first come, first served' principle.

Conference and meeting rooms



These rooms are available for meetings conducted by parliamentarians, and for training.

They are not suitable for public meetings and cannot be booked for use by other groups or individuals.

Please email names of staff and guests to the MaPS State Office before close of business the day prior to the booking.

Media room



The media room may be reserved for media events conducted by parliamentarians for their electorate, parliamentary or official business, and cannot be used by third parties or for party-political or commercial events.

The media room can be booked through the MaPS State Office.

National Telepresence System



The National Telepresence System (TP) is a secure, high definition, digital video conferencing system managed by the Government Network Services Branch (GNSB).

There is one TP room at the Adelaide CPO connecting federal, state and territory governments.

Please email names of guests attending the TP meeting to the MaPS State Office before close of business the day prior to the booking.

Book online at www.telepresence.gov.au.

Amenities

Amenities such as toilets, showers and unisex accessible bathrooms are available on both floors.

Kitchen facilities are located on each floor. Kitchens have moderate amounts of cutlery and crockery. Small quantities of tea, coffee, sugar, and milk can be provided on request.

Nearby cafes offer a range of catering options. Please let the MaPS State Office know if you make any catering delivery arrangements.

Parking

There is no onsite parking available at the Adelaide CPO. Should parking be required, the [Topham Mall UPark](#) is the most conveniently located parking.

Parking reservations are not required for COMCAR drop-offs or collections.

Bookings and enquiries

To book a visiting suite, conference or media room, or for any other CPO enquiries, please contact our MaPS State Office:

Phone: (08) 8205 1000

Email: M&PSSA@finance.gov.au

Opening hours and arrival check-in

The Adelaide CPO is available for visitor use **between 8.30am – 5pm, Monday to Friday** (excluding South Australian public holidays). Should you require access outside of these hours, please contact the MaPS State Office.

Upon arrival, all visitors must report to the reception counter on level 13 and refer to the directory board. Members of the media will be required to show their identification.

Parliamentarians and their staff who have booked a visiting suite will be allocated a CPO swipe-access pass.