



**Australian Government**

**Department of Finance**

Ministerial and Parliamentary Services

# Hobart Commonwealth Parliament Offices

Pre-arrival guide

# Welcome!

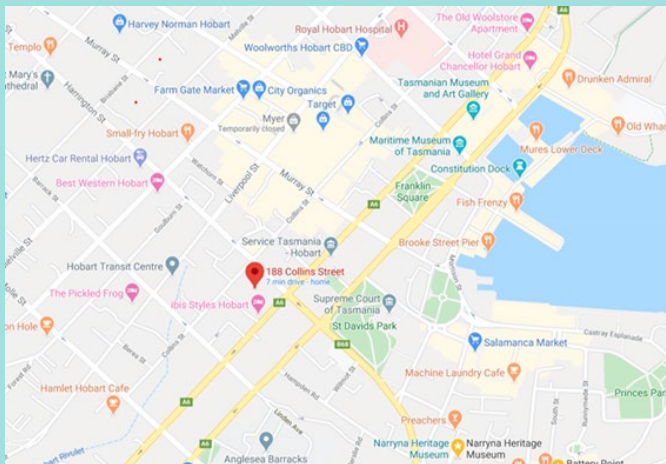
We look forward to welcoming you at our Hobart Commonwealth Parliament Offices (CPO).



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

**13th Floor**  
**188 Collins Street**  
**Hobart Tasmania**

Contact details:  
**(03) 6231 0734**  
[M&PS-TAS@finance.gov.au](mailto:M&PS-TAS@finance.gov.au)

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

Accessible access via the main building entrance.

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

## Facilities available

- Two visiting suites, one with kitchen and bathroom facilities
- Conference room (seats 12 – 20)
- Telepresence room seats up to six

### Visiting suites



Suite one accommodates up to four staff members. Suite two accommodates one staff member with a separate member's area.

The suites contain 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 room

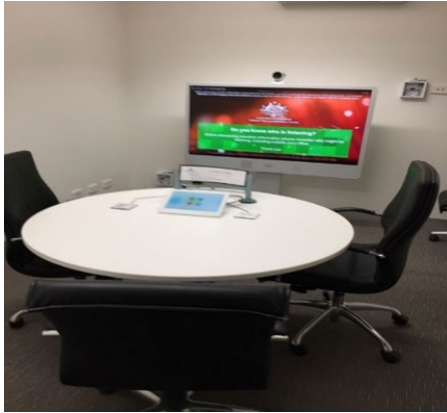


This room is available for meetings and media events conducted by parliamentarians, as well as for training.

It is 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.

## 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 Hobart CPO connecting federal, state and territory governments.

This room can seat up to six people.

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](http://www.telepresence.gov.au).

## Amenities

Suite one has bathroom amenities and there are additional male and female toilets shared with floor tenants.

The kitchenette in suite one has a small fridge, moderate amounts of cutlery and crockery and small quantities of tea, coffee, sugar and milk.

There is also a small fridge and coffee/tea making facilities in the conference room.

Shared kitchen facilities include a microwave and large fridge.

## Parking

The Hobart CPO has one car park available for parliamentarians that have booked a room. Please request at time of booking. Entry to the car park is from Collins Street.

There is no vehicle parking for staff and visitors at the CPO, however paid parking is available at the CentrePoint carpark nearby.

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

## Bookings and enquiries

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

**Phone: [\(03\) 6231 0734](tel:(03)62310734)**

**Email: [M&PS-TAS@finance.gov.au](mailto:M&PS-TAS@finance.gov.au)**

## Opening hours and arrival check-in

The Hobart CPO is available for visitor use between **8:30am – 5:00pm, Monday to Friday** (excluding Tasmanian public holidays).

Upon arrival, all visitors should report to the MaPS reception counter on level 13 and you will be issued security access cards. Please return these at the end of your booking.