



**Australian Government**

**Department of Finance**

Ministerial and Parliamentary Services

# Perth Commonwealth Parliament Offices

Pre-arrival guide

# Welcome!

We look forward to welcoming you at our Perth 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



**Exchange Tower  
2 the Esplanade  
Perth WA 6000**

Contact details:

[\(08\) 9260 5000](tel:(08)92605000)

[mps-wa@finance.gov.au](mailto:mps-wa@finance.gov.au)

Office hours:

8:30am–5pm (Monday to Friday)

Accessible access is through the building's main entrance on Sherwood Court.

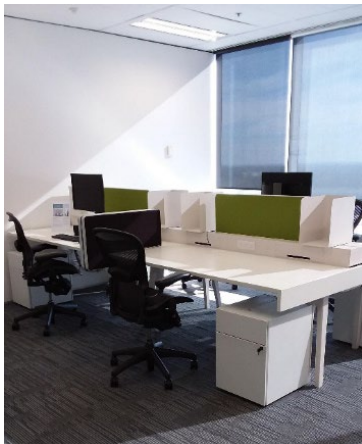
On arrival, all visitors to the CPO should report to the reception counter.



## Facilities available

- A range of visiting suites
- Meeting rooms:
  - one conference/media room seating up to 22 people and includes integrated AV system, two lecterns and two flagstaffs
  - one seating up to 12 people for meetings and up to four for Telepresence.
- Large Telepresence room, seating up to 12 people for meetings and up to six in front of the telepresence
- APH Wi-Fi in most areas
- Kitchen and bathroom (including disabled) 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.

These rooms can also be used for media events, but they must be conducted by parliamentarians for their electorate, parliamentary or official business, and cannot be used by third parties or for party-political or commercial events.

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 are two TP rooms at the Perth 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](http://www.telepresence.gov.au).

## Amenities

Amenities such as toilets and shower rooms are available on each floor.

There is a kitchenette attached to the large conference room. 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

Parliamentarians may be able to reserve a parking bay under the building, subject to availability. Please reserve through the MaPS State Office.

Paid parking is available at the Perth Convention Centre and 1 Riverside Drive, with a 10 minute walk through the beautiful Supreme Court Gardens to Exchange Tower.

Bicycle parking facilities are located in the carpark of the CPO.

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: (08) 9260 5000**

**Email: [mps-wa@finance.gov.au](mailto:mps-wa@finance.gov.au)**

## Opening hours and arrival check-in

The Perth CPO is available for visitor use **between 8.30am – 5pm, Monday to Friday** (excluding WA public holidays).

Upon arrival, all visitors must report to the reception counter on level 39 and sign in. Members of the media will need to be escorted from the ground floor to level 39 by the office holding the media conference and 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.

Visitors will be requested to wait in the reception area for collection by the relevant parliamentarian or their staff.