



**Australian Government**

**Department of Finance**

Ministerial and Parliamentary Services

# Brisbane Commonwealth Parliament Offices

Pre-arrival guide

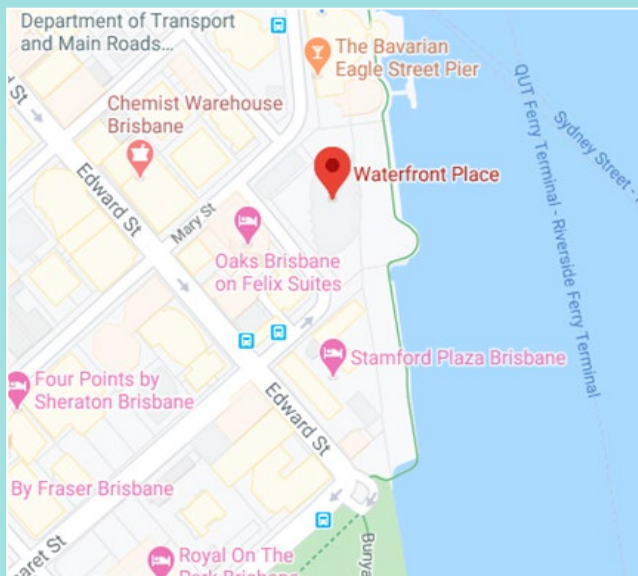
# Welcome!

We look forward to welcoming you at our Brisbane 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 36, Waterfront Place  
1 Eagle Street  
Brisbane Qld 4000**

Contact details:

[\(07\) 3001 8900](tel:(07)30018900)

[mapsqld@finance.gov.au](mailto:mapsqld@finance.gov.au)

Office hours:

8:30-5pm (Monday to Friday)

Accessible access is provided throughout.

On arrival to level 36, all visitors must use the intercom in the lift foyer to ring through to MaPS office.

## Facilities available

- Meeting rooms:
  - one seating up to 24 people and includes integrated AV system
  - one seats up to 24 people, with additional room for note takers. A Telepresence facility and small kitchen is also available
  - one seats up to eight people
- Large telepresence room, seats up to six visitors plus note takers
- Public Wi-Fi in foyer area
- Kitchens and accessible bathroom facilities are available

## 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.

APH Wi-Fi is available throughout the entire floor.

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 conducted by parliamentarians.

The room is not suitable for public meetings and cannot be booked for use by other groups or individuals.

Please email names of staff and guests attending to the MaPS State Office before close of business the day prior to the booking. If catering is required, a list of caterers can be provided to make the arrangements.

## Media and training room



The multi-purpose room may be reserved for media events and training.

Media events 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.

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 are three TP facilities at the Brisbane 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

There are two sets of toilets available, together with a unisex accessible toilet and shower.

Kitchen facilities are located in each visiting suite. A kitchen located adjacent to the MaPS office can be used for catering in the media/training room.

MaPS can provide moderate amounts of cutlery and crockery together with small quantities of tea, coffee, sugar and milk. Nearby cafes offer a range of catering options. Please let the MaPS State Office know if you make any catering delivery arrangements.

## Parking

A limited number of parking bays are available at Waterfront Place for use by parliamentarians. Please reserve through the MaPS State Office.

Waterfront Place offers free parking for under one hour in the driveway. Spaces are limited and cannot be reserved.

There is no parking for staff and visitors at the CPO, however paid parking is available in the basement. This is operated by Wilson Parking and commercial fees apply.

Bicycle parking facilities are managed by Wilson Parking with a range of cost options.

Parking reservations are not required for COMCAR drop offs or collections in the driveway.

## Bookings and enquiries

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

**Phone: [\(07\) 3001 8900](tel:(07)30018900)**

**Email: [mapsqld@finance.gov.au](mailto:mapsqld@finance.gov.au)**

## Opening hours and arrival check-in

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

Visiting outside these hours can be arranged with prior notice.

Upon arrival, all visitors must use the lifts to the CPO located on level 36 and use the intercom in the lift foyer to ring through to the MaPS office. Members of the media will be escorted to the media room 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.