



**Australian Government**

**Department of Finance**

Ministerial and Parliamentary Services

# Darwin Commonwealth Parliament Offices

Pre-arrival guide

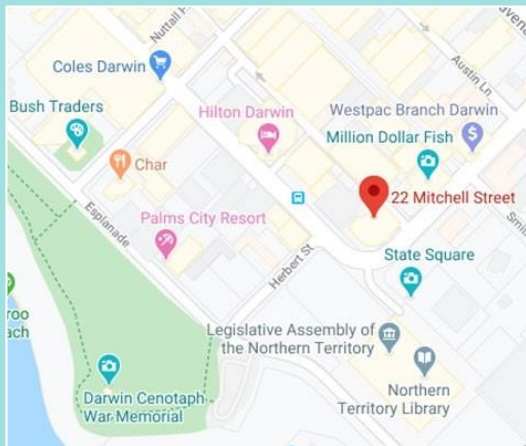
# Welcome!

We look forward to welcoming you to our Darwin 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 10  
22 Mitchell Street  
Darwin NT 0800**

Contact details:  
(08) 8941 4133  
[maps-nt@finance.gov.au](mailto:maps-nt@finance.gov.au)

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

Accessible access is available via the main building entrance.

On arrival, all visitors must ring the doorbell on level 10 to be met by a MaPS staff member to be provided access to the CPO.

## Facilities available

- Two visiting suites
- One meeting room:
  - seats up to 10 people and includes a lectern
- Small telepresence room
  - seats up to six people
- APH Wi-Fi available
- Kitchens and bathroom facilities 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.

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



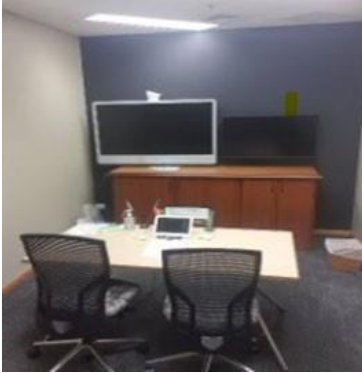
## Conference room

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 attending the meeting or training to the MaPS State Office before close of business the day prior to the booking.

## National Telepresence System



The National Telepresence System (NTS) is a secure, high definition, digital video conferencing system, operating on the Ministerial Communications Network (MCN), managed by the Secure Communications Branch.

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

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

Book online and check room availability at [www.telepresence.gov.au](http://www.telepresence.gov.au).

## Parking

There is no vehicle parking for staff and visitors at the CPO, however paid parking is available in the West Lane Carpark behind the building.

Parking reservations are not required for COMCAR services.

## Bookings and enquiries

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

**Phone: (08) 8941 4133**

**Email: [maps-nt@finance.gov.au](mailto:maps-nt@finance.gov.au)**

## Opening hours and access

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

Access outside of these times can be arranged via the MaPS State Office.

Upon arrival, visitors must go to the CPO located on level 10 and ring the doorbell to be met by a MaPS staff member to be provided access to the CPO.

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