



Australian Government

Department of Finance

Ministerial and Parliamentary Services

Melbourne Commonwealth Parliament Offices

Pre-arrival guide

Welcome!

We look forward to welcoming you at our Melbourne 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

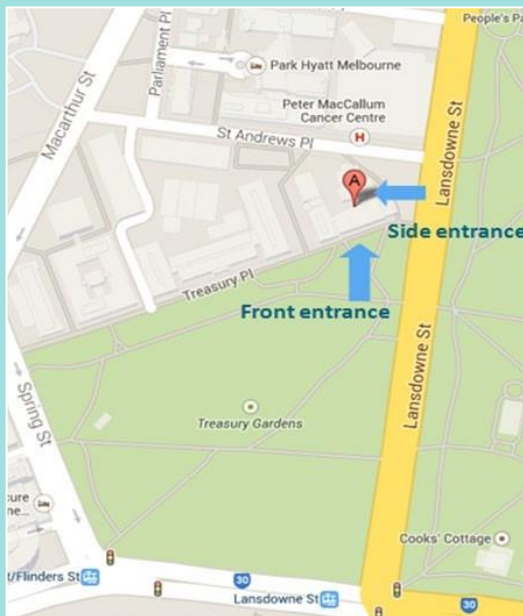
**4 Treasury Place
East Melbourne VIC 3002**

Contact details:
(03) 9660 6600
mapsvic@finance.gov.au

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

Accessible entrance via the side of the building.

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



Facilities available

- A range of visiting suites
- Meeting rooms:

- one seating up to 22 people including an integrated AV system
- two additional rooms seating up to 22 and 14 respectively
- two smaller meeting rooms seating up to six people
- Media room seating up to 40 people and includes two lecterns
- Large telepresence room seating up to six people
- Small telepresence room seating up to four people
- Public Wi-Fi in most areas (not available on the first floor)
- Kitchen 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 private and community group 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



Located on the ground floor, 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 (NTS) is a secure, high definition, digital video conferencing system, operating on the Ministerial Communications Network (MCN), managed by the Secure Communications Branch.

There are two TP rooms at the Melbourne 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

Amenities

Amenities such as toilets and shower rooms are available on each floor, with an accessible bathroom located on the ground floor.

Kitchen facilities are located off the main corridor on each floor, and there is a kitchenette attached to the media 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 at the front of the CPO, subject to availability. Please reserve through the MaPS State Office.

There is no vehicle parking for staff and visitors at the CPO, however paid parking is available beneath the Park Hyatt on St Andrews Place, directly behind the CPO.

Bicycle parking facilities are located outside the side entrance 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: (03) 9660 6600

Email: mapsvic@finance.gov.au

Opening hours and arrival check-in

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

Upon arrival, all visitors must report to the Australian Federal Police (AFP) reception counter on the ground floor and sign in. 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. Passes must be returned prior to leaving the building.

Visitors are escorted to the waiting room by the AFP, for collection by the relevant parliamentarian or their staff.