



**Australian Government**

**Department of Finance**

Ministerial and Parliamentary Services

# Sydney Commonwealth Parliament Offices

Pre-arrival guide


# Welcome!

We look forward to welcoming you at our Sydney 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.



The map shows the location of 1 Bligh Sydney, a building marked with a spiral icon and the text '1 BLIGH SYDNEY'. Three entrances are indicated with arrows and labels: 'ENTRANCES' at the top, 'ENTRANCE' at the bottom left, and 'ENTRANCE' at the bottom right. The building is situated on Bligh St, which runs north-south. Other streets shown include Gresham St, Bent St, Loftus St, O'Connell St, Hunter St, Elizabeth St, Phillip St, and Castlereagh St. Landmarks such as the Museum of Sydney, Sofitel Sydney Wentworth, and Chifley Shopping mall are also labeled. A yellow highlighted path leads from the bottom of the map towards the building.

## Our location

**Level 21**  
**1 Bligh St**  
**Sydney NSW 2000**

Contact details:  
(02) 8289 9900  
[M&PS-NSW@finance.gov.au](mailto:M&PS-NSW@finance.gov.au)

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

Accessible access is available the side entrance.

All visitors to the CPO should report to the Concierge on the ground floor.

## Facilities available

- A range of visiting suites

- Conference room seating up to 24 people and including an integrated AV system
- Meeting rooms:
  - one seating 12-14 people and including an integrated AV system
  - one seating up to 16 people and including an integrated AV system
  - one seating up to six people, one seating up to eight people
- Media room seating up to 20 people and includes two lecterns
- Large telepresence room seating up to six
- Small telepresence room seating up to four
- Public Wi-Fi is available in most areas
- Kitchens 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 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.

## Media room



The media room may be reserved for media events.

The 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 (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 Sydney 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)

## Amenities

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

Kitchen facilities are on each floor. 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, 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.

Bicycle parking facilities are located in the basement and can be organised through the building Concierge.

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: (02) 8289 9900**

**Email: M&PS-NSW@finance.gov.au**

## Opening hours and arrival check-in

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

Upon arrival, all visitors must report to the Concierge on the ground floor to obtain a visitor pass before being directed to the CPO reception where they will be greeted by the Australian Federal Police (AFP). 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.