

Support services for parliamentarians



Australian Government
Department of Finance
Ministerial and Parliamentary Services



CLIENT SUPPORT

- State and territory managers as your first point of contact for electorate office matters



POLICY AND RESOURCES SUPPORT

- Parliamentary Business Resources Framework policy
- Parliamentary Expenses Management System (PEMS) support



PAY AND CONDITIONS

- Administration of pay and conditions for MoP(S) Act employees



OFFICE ACCOMMODATION

- Commonwealth Parliament Offices accommodation and services
- Electorate, ministerial and office holder relocations and refurbishments, equipment and security



TRANSPORT SERVICES

- Privately plated vehicles in your electorate
- COMCAR services



(02) 6215 3333



MPShelp@finance.gov.au



maps.finance.gov.au



Australian Government
Independent Parliamentary Expenses Authority



TRAVEL ADMINISTRATION

- Administration of domestic and international travel expenses for parliamentarians, nominated family members and MoP(S) Act employees
- Travel budgets support



OFFICE EXPENSES

- Office expenses advice and services
- Office budgets support
- Administration of Canberra-based self-drive vehicles



PERSONAL ADVICE AND EDUCATION

- Personal advice on travel and other expenses
- Education on travel and office expenses for parliamentarians and their staff



REPORTING AND ASSURANCE

- Public reporting of parliamentary expenses
- Post payment checks of travel and office expenses
- Audits of all expenses



(02) 6215 3000



enquiries@ipea.gov.au



www.ipea.gov.au



Australian Government

Independent Parliamentary Standards Commission

Leads independent workplace investigations to enforce the behaviour codes and standards endorsed by Parliament.



1800 014 772



enquiry@ipsc.gov.au



www.ipsc.gov.au



PWSS
Parliamentary Workplace Support Service



HUMAN RESOURCES ADVICE

- Navigating HR processes across the employee life cycle



TRAINING AND DEVELOPMENT

- PWSS Academy
- Ad hoc training requests
- Studies assistance



COUNSELLING AND SUPPORT

- Trauma-informed complaint resolution and 24/7 counselling



WORK HEALTH AND SAFETY

- WHS roles and responsibilities
- Preventing injury and illness



1800 747 977
(SMS) 0487 112 755



support@pwss.gov.au
hr@pwss.gov.au
whs@pwss.gov.au
training@pwss.gov.au



www.pwss.gov.au

Support services for parliamentarians



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

Department of Parliamentary Services supports the functioning of the Parliament and the work of parliamentarians through a range of services, listed below.



ICT services and support



Building and suite maintenance



Broadcasting, photography (Auspice) and Hansard



Health and wellbeing



Library and research



Catering and event management



Physical and cyber security



Art collection



(02) 6277 7111



Website - aph.gov.au/dps

Intranet – aph.gov.au/welcome



DEPARTMENT
OF THE SENATE

The Department of the Senate provides advice and support to Senators and their staff in relation to:



Advice about senate and committee proceedings



Coordination of suite maintenance, mail delivery and room bookings



Secretariat and administrative support to Senate Committees



COMCAR transport shuttle on sitting weeks



Procedural and legislative drafting and training



Senators' fortnightly payroll



Registrar of Senators' interests



Public information and schools education program



New Senators contact the Black Rod's office:

(02) 6277 3398



BlackRod.Sen@aph.gov.au



Intranet - senators.parl.net



DEPARTMENT OF THE
HOUSE OF REPRESENTATIVES

The Department of the House of Representatives provides advice and services to Members and their staff in relation to:



Chamber and Federation Chamber proceedings



Coordinating suite maintenance, mail delivery and room bookings



House and certain joint committees



COMCAR transport shuttle in sitting weeks



Procedural and legislative drafting and training



Members' fortnightly pay



Registrar of Members' interests



Parliament's international program



Serjeant's Office: (02) 6277 4889
Members' Pay: (02) 6277 8287
Clerk's Office: (02) 6277 4111



SerjeantatArms.Reps@aph.gov.au
Members.Salaries.Reps@aph.gov.au
Clerk.Office.Reps@aph.gov.au



Intranet – members.parl.net



Parliamentary Budget Office

The Parliamentary Budget Office (PBO) is an independent and non-partisan department of the Parliament.

The purpose of the PBO is to inform parliament by providing costings of policy proposals and analysis of the Budget by:

1

responding to requests made by Senators and Members for costings of policy proposals or for analysis of matters relating to the budget

2

publishing and presenting information to enhance the public understanding of budget and fiscal policy settings

3

conducting and publishing research that enhances the public understanding of the budget and fiscal policy settings.

A costing is an assessment of the financial impact of a proposed policy change on the Commonwealth Government Budget.

A budget analysis provides information on current budget and fiscal policy settings and can include advice on the amount of money allocated to particular programs, the drivers of change between budget updates or distributional analysis.



02 6277 9500



www.pbo.gov.au/for-parliamentarians



pbo@pbo.gov.au