## Support services for parliamentarians





managers as of contact for



**BUSINESS AND** 





**PAY AND** 

**CONDITIONS** 

### **OFFICE**



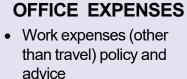
#### **TRANSPORT SERVICES**

- Private plated and Canberrabased self-drive vehicles
- COMCAR services

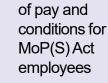


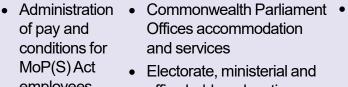
### **SUPPORT**

 State and territory your first point • Ministerial and **Parliamentary** Services related issues



- Office budget support and pre-claim assessments
- Parliamentary Expenses Management System (PEMS) support





and services · Electorate, ministerial and office holder relocations and refurbishments. equipment and resources

**ACCOMMODATION** 



maps.finance.gov.au



**Australian Government** 

**Department of Finance** 

Ministerial and

Parliamentary Services

(02) 6215 3333



MPShelp@finance.gov.au



and security



#### TRAVEL **ADMINISTRATION**

- Administration of domestic and international travel resources for parliamentarians, nominated family members and MoP(S) Act employees
- · Family reunion travel resources for nominated family members



#### PERSONAL ADVICE AND EDUCATION

- Personal advice on planned travel
- Education on travel resources for parliamentarians and their staff



#### REPORTING AND **ASSURANCE**

- Public reporting of work resources
- · Post payment checks of travel resources
- Audits of all work resources



**Australian Government** 

**Independent Parliamentary Expenses Authority** 

(02) 6215 3000



enquiries@ipea.gov.au



www.ipea.gov.au



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







#### **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



Broadcasting, photography (Auspic) and Hansard



Library and research



Physical and cyber security



Building and suite maintenance



Health and wellbeing



Catering and event management



Art collection



(02) 6277 71<u>11</u>



Website - aph.gov.au/dps

Intranet - aph.gov.au/welcome

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





Advice about senate and committee proceedings



Secretariat and administrative support to



**Senate Committees** 



Procedural and legislative drafting and training



Registrar of Senators' interests



Coordination of suite maintenance, mail delivery and room bookings



COMCAR transport shuttle on sitting weeks



Senators' fortnightly payroll



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

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



**HOUSE OF REPRESENTATIVES** 



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



Parliament's international program

Members' fortnightly pay



Serjeant's Office: Members' Pay: Clerk's Office:

(02) 6277 4889 (02) 6277 8287

(02) 6277 4111

Registrar of Members' interests



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



Intranet – members.parl.net



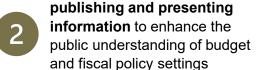
Parliamentary Budget Office

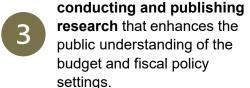
The Parliamentary Budget Office (PBO) is an independent and non-partisan department of the Parliament.

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



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





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/forparliamentarians



pbo@pbo.gov.au