

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 Ministerial and Parliamentary Services related issues



BUSINESS AND OFFICE EXPENSES

- Work expenses (other than travel) policy and advice
- Office budget support and pre-claim assessments
- 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 resources and security



TRANSPORT SERVICES

- Private plated and Canberra-based self-drive vehicles
- 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 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



(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

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 7111

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:

- Chamber and Federation Chamber proceedings
- House and certain joint committees
- Procedural and legislative drafting and training
- Registrar of Members' interests
- Coordinating suite maintenance, mail delivery and room bookings
- COMCAR transport shuttle in sitting weeks
- Members' fortnightly pay
- 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:

- responding to requests made by Senators and Members** for costings of policy proposals or for analysis of matters relating to the budget
- publishing and presenting information** to enhance the public understanding of budget and fiscal policy settings
- 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