



27th Meeting of the INTOSAI WGITA

Pocket Guide

17-19 April 2018

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Venue

The 27th Meeting of the INTOSAI WGITA will be held at the Novotel Darling Harbour, it is located at 100 Murray Street, Pyrmont. Located right in the heart of Darling Harbour and just moments away from the Central Business District.



Meeting Rooms

All meetings will be held in the Barossa Room. The Barossa Room runs along an outdoor terrace, which may be used throughout the day. The Welcome Dinner will be held in the Hunter Room.

Smoking

Australia has very strict laws on smoking and the designated areas in which smoking is allowed. Smoking areas will be pointed out to you on the first day of the meeting.

Internet

Free WiFi will be available at the venue; the password will be distributed daily.

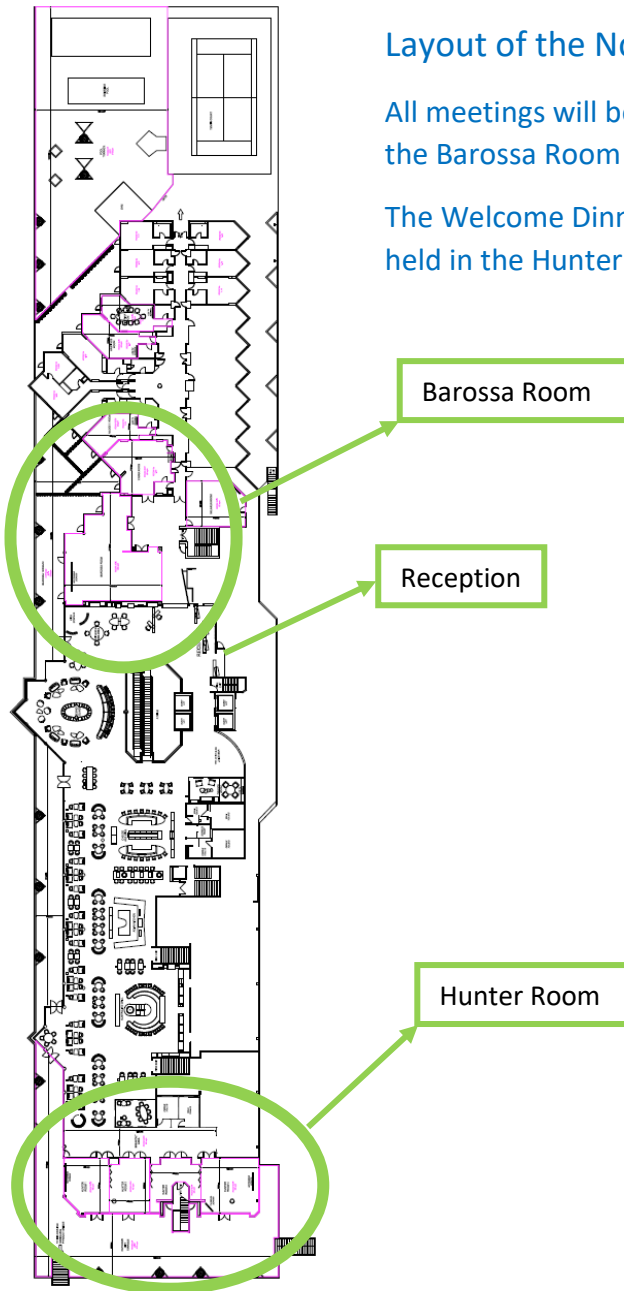
Key Contacts

| General Inquiry Contacts Australia international code +61 | |
|--|--------------|
| Carin Conlon | 0408 218 611 |
| Peta Martyn | 0419 264 434 |
| Tamie Plant | 0418 410 924 |
| Siobhan McDonnell | 0458 285 190 |
| Emergency Services | 000 |

Layout of the Novotel

All meetings will be held in the Barossa Room

The Welcome Dinner will be held in the Hunter Room



Medical Care



First Aid

The ANAO will be providing their own first aid officer, Siobhan McDonnell, 0458 285 190. If you encounter any issues, please refer to her for council.

Emergency Care

If you are encountering an emergency, please dial 000. This number will connect you to the Australian emergency care network who can have the police, fire or ambulance attend your needs.

Medical Centre

The nearest medical centre to the Novotel is the Pymont Medical Centre. It is located at 313 Harris Street, Pymont. It is a short 4 min walk from the Novotel, Darling Harbour. The centre is open from 8:30am to 6:00pm during the weekdays. Please phone +61 2 9660 8145.

Currency

The currency in Australia is the Australian Dollar (AUD). Credit and debit cards are widely accepted. Australia has recently changed the look and feel of its dollar notes, however both are accepted as legal tender.



Money Exchange

Foreign currencies can be exchanged in licensed exchange offices and banks. Exchange offices can be found in Sydney International Airport. The nearest licensed exchange office to the venue is Travelex, 330 George Street, Haymarket.

Mobile Phones

There are a number of telecommunication providers for mobile phones within Australia. The biggest retailers and best known are Telstra and Optus.

Telstra and Optus sim cards can be purchased at any of their shopfronts or in local grocery stores.

Transport

Public Transport

Public transport within the Sydney region is safe, reliable and easily accessible. Sydney has a variety of public transport options, including bus, train and ferry and all options require the one transport card, *Opal*.

Opal

An Opal card is a reusable smartcard that can be used when utilising public transport across Sydney and many surrounding areas.

The Opal network covers all of Sydney, north to Newcastle, west to the Blue Mountains and south to Wollongong and the Southern Highlands.



Using an Opal Card is the most convenient and affordable way to pay your fare. Tap on and off as you go and the lowest fare will be automatically calculated and deducted from your Opal balance.

When your balance gets low remember to [top up online](#), via the [Opal Travel app](#), at ticket machines or take advantage of the [auto-top up feature](#) if your Opal card is registered.

The website, www.transportnsw.info, is a useful site when planning a trip through Sydney.

Private Transport

Taxi

There are many taxi companies in Sydney. Hailing a taxi in the street is very common, or please contact the hotel concierge to organise a taxi for you. Alternatively, book online, <http://ecabcall.premiercabs.com.au/ccweb/> or phone 13 10 17.

Uber

Uber is a safe and convenient way to get around Sydney. Once you sign up to Uber, an App can be downloaded to your phone or computer. Choose your ride and set your location. You will see your driver's picture and vehicle details, and can track their arrival on the map. The Uber website is www.uber.com, to sign up, simply log onto <https://get.uber.com/new-signup/>.

Airport to Hotel Transfers

Sydney airport is located 20 minutes from the city centre, servicing over 40 international airlines and offering over 630 flight arrivals each week. Three domestic carriers allow easy transfers to and from other cities around Australia.


For transport options from the Sydney International Airport to your hotel, please visit the website, www.sydneyairport.com.au.

Sydney Weather

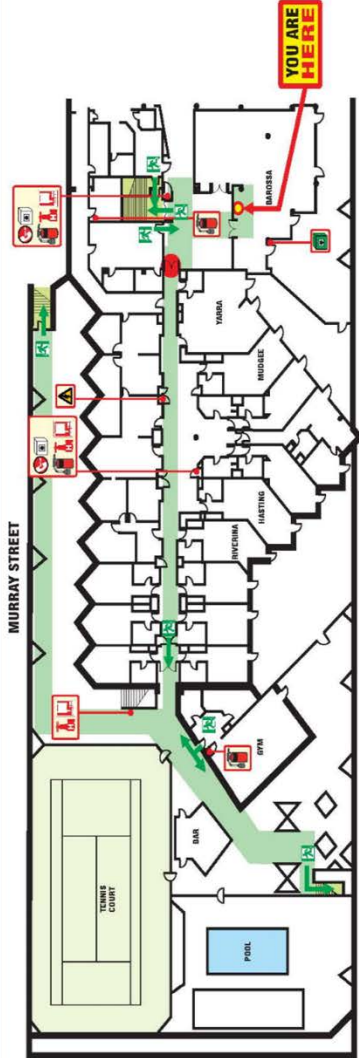
April is Autumn in Australia and the mildest time of year in Sydney when the humidity drops and average temperatures fall between 14 – 22°C (58.3 – 72°F). So bring a jacket and enjoy the crisp, fresh air.

Evacuation procedures

Please note the below evacuation procedures of Novotel Darling Harbour:

| EVACUATION PROCEDURES | |
|--|--|
| ALERT TONE "BEEP...BEEP...BEEP" | |
| <ul style="list-style-type: none">• Be aware of the possible emergency situation• If emergency is in local area. Move away from the hazard and contact reception (DIAL 9)• Guests are to remain in their rooms and wait for further instructions• DO NOT EVACUATION ON THIS TONE• Only trained staff are to extinguish a fire | |
| EVACUATION TONE "WHOOOP...WHOOOP...WHOOOP" | |
| <ul style="list-style-type: none">• Evacuate to the closest safe exit indicated by the green signs • Follow all wardens and Public Announcement instructions• DO NOT USE LIFTS• Proceed down the evacuation stairs and out of the building• Assemble at the Area 1 and await instructions from wardens – Refer to Site plan• DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO BY WARDENS. | |

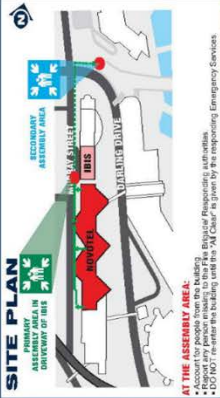
EVACUATION DIAGRAM



- LEGEND**
- Exit Sign
 - Fire Compartment Door
 - Egress Path
 - Fire Alarm Control Panel
 - Fire Alarm Sounder
 - Fire Hose Reel
 - Fire Blanket
 - Fire Extinguisher
 - Fire Door
 - Manned Call Point
 - Warden Station
 - Emergency Door Release

EVACUATION PROCEDURES

- Be aware of the possible emergency situation
 - If emergency is in local area, Move away from the hazard and contact reception (DIAL 9)
 - Guests are to remain in their rooms and wait for further instructions
 - **DO NOT EVACUATE ON THIS TONE**
 - Only trained staff are to extinguish a fire
- "BEES-KEEPER"**
- EVACUATION TONE**
- Proceed to the nearest exit
 - Follow all warnings and Public Address system instructions
 - DO NOT USE LIFTS
 - Proceed down the evacuation stairs and out of the building
 - DO NOT RE-ENTER THE BUILDING UNTIL ADVISED TO DO SO BY WARDENS



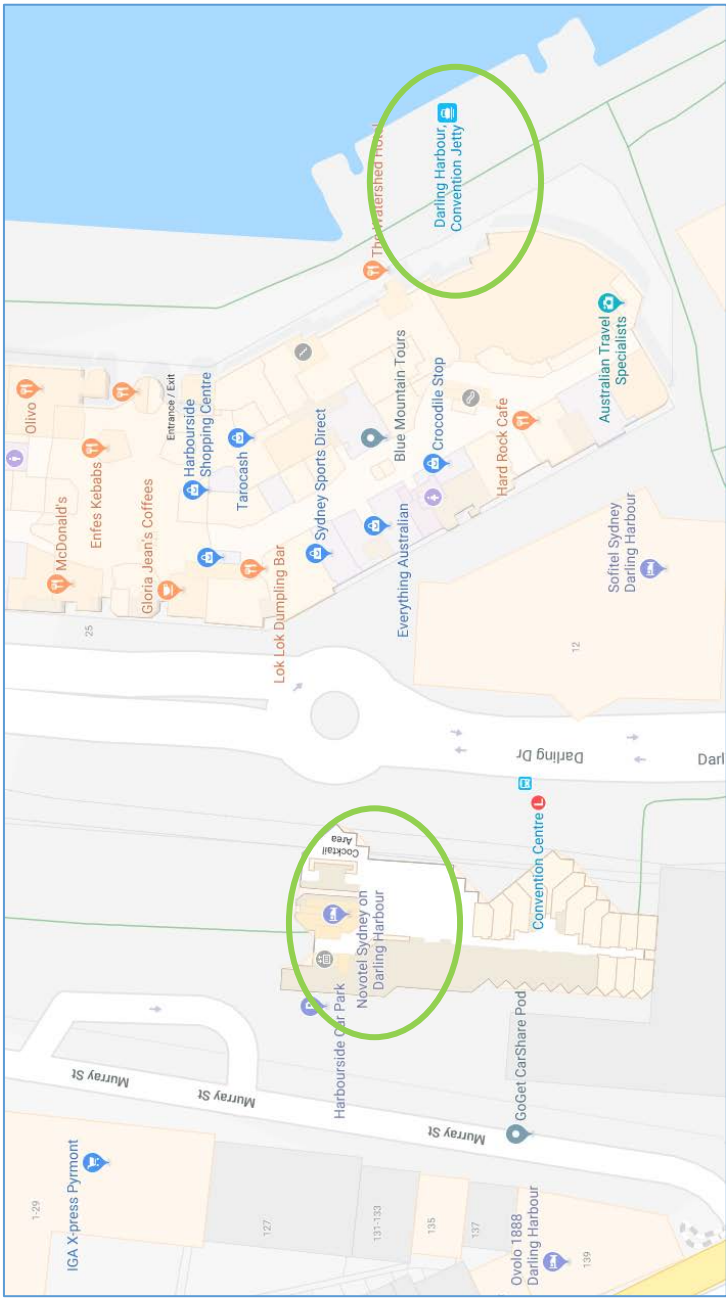
NOVOTEL
HOTELS & RESORTS
SYDNEY
100 MURRAY STREET, DARLING HARBOUR NSW
LEVEL 1 - SOUTH END

000 106
EMERGENCY CALL

P POLICE
FIRE
+ AMBULANCE

DIAL 9
RECEPTION

VALIDITY DATE: 14/07/2021
VERSION 1.0



Map of surrounding area – Novotel, Darling Harbour to Convention Jetty

Food options in Darling Harbour

There are many food options in Darling Harbour. From the Hard Rock Café to fine dining with the harbour lapping at your feet. The Harbourside shopping centre holds a variety of cafes and restaurants.

Halal food options in Darling Harbour

Kazbah (Moroccan)

Shop 284 The Promenade,

Harbourside Shopping Centre, Darling Harbour

www.kazbah.com.au/

Zaaffran (Indian)

Level 2 Shop 345

Harbourside Shopping Centre, Darling
Harbour

www.zaaffran.com/



Areas of interest in Sydney

<http://www.imfree.com.au/sydney/>

<http://www.freetourssydney.com.au/home.html>

<https://www.darlingharbour.com/things-to-do/chinese-garden-of-friendship/>

<https://www.darlingharbour.com/things-to-do/9d-action-cinemas/>

<https://www.darlingharbour.com/things-to-do/cnw-gallery/>

<https://www.darlingharbour.com/things-to-do/cockle-bay-wharf/>