



**COMMONWEALTH PARLIAMENTARY ASSOCIATION  
NORTHERN TERRITORY BRANCH**

**MID-YEAR MEETING OF THE EXECUTIVE COMMITTEE  
INFORMATION CIRCULAR**

**1. Meeting Dates and Venue**

The Commonwealth Parliamentary Association Mid-Year meeting of the Executive Committee will be held at Parliament House Darwin, Northern Territory, Australia, 25-27 April 2017 (arrival 24/25 April and departure 28 April).

The CPA Northern Territory Branch of the Commonwealth Parliamentary Association is delighted to extend a cordial welcome to all Executive Committee Members, their spouses/partners and accompanying officials.

**2. Programme**

A draft Programme will be forwarded in due course.

**3. Welcoming Dinner**

Members of the Executive Committee; spouses and accompanying officials are invited to the Welcoming Dinner on Tuesday 25 April 2017 at Parliament House at 7pm.

**4. Meeting Documents**

There will be **no** meeting folders. However, meeting papers will be uploaded onto the CPA Extranet (SharePoint) and access details to the documents will be communicated to Members of the Executive Committee by **24 March 2017**. Members will also receive a memory stick containing electronic copies of all the meeting papers on arrival.

**5. Meeting of the Executive Committee**

Meeting of the Executive Committee is closed to all but the Officers of the Association, Regional Representatives and CPA Headquarters Secretariat staff. Member's spouses/partners, accompanying staff, advisors etc., are NOT permitted to attend the proceedings.

**6. Webpage for the Executive Committee Meeting**

The mid-year Executive Committee webpage is located at: [www.cpahq.org](http://www.cpahq.org)

**7. Additional Day - Tour Options**

For attending spouses/partners or those Members and Accompanying staff who may wish to stay in Darwin for additional days, there are various tour options available:

<http://www.tourismtopend.com.au/>

<http://northernterritory.com/things-to-do/nature-and-wildlife/crocodiles>

<http://northernterritory.com/darwin-and-surrounds>

## 8. **Travel and Reimbursement of Travel Expenses**

The CPA Headquarters Secretariat will meet the cost of travel on a Business Class fare available locally for journeys over four hours by the most direct economical route to the mid-year meeting. If journeys are less than four hours, the CPA will pay the cost of the most direct economical fare available.

Members of the Executive Committee are permitted, if they are accompanied by a spouse, to commute their Business Class tickets for two economy class tickets, but the total reimbursement will not exceed the cheapest single Business Class allocation. Any upgrade will be at the expense of the Member or his/her Branch. Travel arrangements should be made in advance to ensure that Members obtain special rates.

Members should obtain at least two quotations, where possible and practicable, from airlines/agents to buy the cheapest Business Class fare ticket available locally. The quotations and itinerary should be sent to Mr Muhammad Irfan Ramzan ([mr@cpahq.org](mailto:mr@cpahq.org)) in the Finance and Administration Directorate of the CPA HQ Secretariat and a reimbursement or contribution will be made for the most direct economical route, depending on how the ticket purchased compares with the cheapest quotes obtained by the CPA Secretariat from its travel agents in London, United Kingdom.

Following the conclusion of the meeting, a claim for reimbursement should be submitted to the CPA Secretariat:

- Receipt of a duly authorised claim on Branch letterhead.
- A photocopy of the travel itinerary which must show the class of airfare, the airline used, the name of the person travelling, the dates travelled, and the total cost and the currency in which the cost is stated.

Responsibility for a Member's travel arrangements and making necessary arrangements for an officer or secretary, is entirely the responsibility of the Members own Branch.

## 9. **Spouses/Partners and Accompanying Staff**

Members are welcome to bring their spouses or partners to Darwin, Australia. Members who will be accompanied by their spouses/partners should inform the CPA Northern Territory Branch as soon as possible so that the necessary accommodation arrangements are made.

A formal spouses programme will **not** be offered, however a concierge style information and liaison service will be available at the accommodation provider from 0630-2230 daily to assist spouses/partners and accompanying staff. A refreshment lounge will also be available at Parliament House for spouses and accompanying staff's use.

Accompanying staff may also avail themselves of the concierge information service at the accommodation provider, and will have direct access to the Northern Territory Library for work stations and Wi-fi.

## 10. **Arrivals/Departures**

Co-ordinating Committee Members (Chairperson of the Executive Committee, Vice Chairperson of the Executive Committee, CPA Treasurer, Small Branches Chairperson

and CWP Chairperson) are expected to arrive on **24 April 2017**. All other Executive Committee Members are expected to arrive in Darwin on **25 April 2017**. The official day of departure from Darwin is **28 April 2017**.

Members should inform the CPA Northern Territory Branch of early arrivals or late departures by **31 January 2017**. The host Branch may assist in arranging additional nights of accommodation for persons other than Members and their spouses, however, payment for the additional night(s) is the individual Member's responsibility.

11. **Entry Requirements/Visas**

Some overseas visitors are required to apply for an entry visa to Australia. Members should ensure that necessary entry visas are obtained to facilitate travel to Australia. Visas may also be necessary in respect of other transit stops and Members are advised to check if this is the case.

12. **Hotel Accommodation/Room Rates**

Executive Committee Members will be accommodated at:

Hilton Darwin  
32 Mitchell Street  
Darwin NT 0800  
Telephone: +61 8 89820000

Members are advised that the check in time is 3pm and check out is at 12pm

Room Type	Rate per room per night inclusive of breakfast
Single occupancy	\$190 King Guest Room \$190 Twin Guest Room
Double occupancy	\$190 King Guest Room \$210 Twin Guest Room

Please note that the above rate may change due to room availability and time of booking.

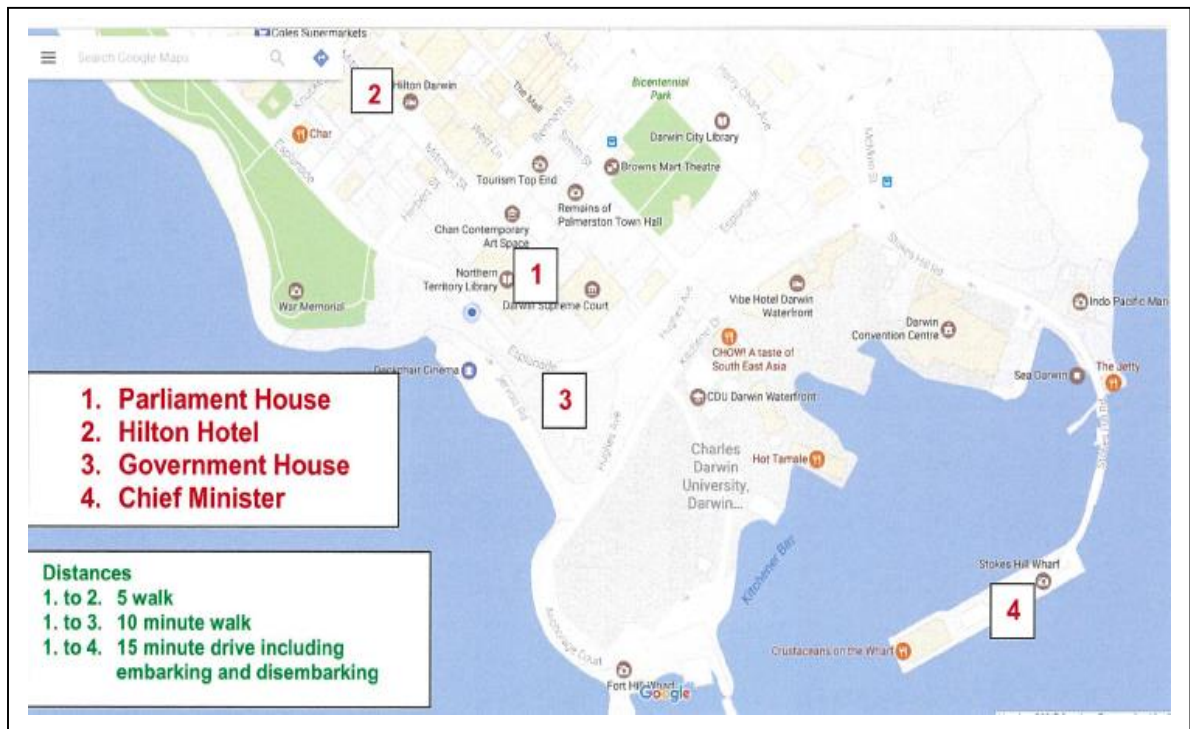
13. **Settling of Members' Accounts**

Upon check-in at the hotel, a credit card imprint will be held against Members' personal account for incidentals such as the mini bar, telephone calls, laundry and other general expenses incurred. The hotel accepts all major credit cards. Automatic Teller Machines (ATM) are available within proximity of Parliament House and the Hilton Darwin.

14. **Accommodation and Meals**

Members will be the guests of the CPA Northern Territory Branch during the period of the Meeting. The CPA Northern Territory Branch will therefore be responsible for the costs of hotel accommodation and meals served at the hotel. However, the cost of hotel meals taken in lieu of meals provided as part of official functions will be credited to the Member's account.

15. **Map indicating distances from the Hilton Darwin to Meetings and Official Functions Venues**



16. **Airport Transfers**

The CPA Northern Territory Branch **will not** provide airport transfers on arrival or departure. Therefore, Members are advised to make their own airport transfer arrangements through the following companies:

- i. Darwin Private Hire and Chauffer (08) 8985 1425 [dphdcd@bigpond.net.au](mailto:dphdcd@bigpond.net.au)
- ii. Grand Touring (08) 8947 5383 [sales@grandtouringcoaches.com](mailto:sales@grandtouringcoaches.com)
- iii. Ask Darryl in Darwin 0417832836 [info@askdarryl.com.au](mailto:info@askdarryl.com.au)

Approximate cost for a meet & greet service is AU\$65 - \$85 payable by cash or credit card, for the 20 minute journey.

Darwin Radio Taxis are also available at Darwin Airport and do not need to be pre-booked. Approximate cost is AU\$35.00 payable by cash, credit card or cabcharge.

17. **Identification**

Members, spouses/partners and accompanying staff will be issued with passes for access to the meeting rooms in Parliament. For security purposes it is requested that these passes be worn at all times.

18. **Power supply and Internet**

Mains voltage in Australia is 230V 50Hz. The plugs in Australia have two flat metal pins shaped like a "V" and some may contain a third flat pin in the centre.



Free Wifi will be available in Parliament House.

19. **Climate and Dress Code**

The average temperature in Darwin for the month of April is between 24 and 33°C (76-90°F) and humidity can reach 80%. National dress or \*Territory Rig will be suitable for all functions and meetings.

\*Territory Rig

Gentlemen – long trousers, long sleeve shirt and tie

Ladies – day dress/after five

20. **Contacts:**

**CPA Northern Territory Branch**

Ms Marianne Conaty

Executive Committee Meeting Co-ordinator &  
Deputy Clerk

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**CPA Secretariat**

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