

Melbourne Office Visitors' Guide

A helpful guide for those planning to visit the Melbourne Office of Sullivan & Cromwell

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Disclosure: We have no financial or other interests in any organization or product mentioned in this guide.

OFFICE ADDRESS, PHONE & FAX



Sullivan & Cromwell
Level 32
101 Collins Street
Melbourne VIC 3000
Australia

Tel: +61 3 9635 1500
Fax: +61 3 9654 2422



OFFICE HOURS

Building access is available Monday - Friday 7.00 a.m. - 7.00 p.m. To gain access during off-hours, please contact the Melbourne Office at +61 3 9635 1500.



AIRPORT INFORMATION

Melbourne Airport Website: <http://www.melbourneairport.com.au>

Taxi:

Taxi company representatives at the airport and at most hotels can organize taxis with baby capsules, wheelchair access, 5 seaters, station wagons for lots of baggage, and maxi taxis for groups.

Melbourne Airport to Melbourne CBD during non-peak traffic conditions costs approximately AUD\$35. Passengers pay for any road tolls on top of the fare.

A \$2.00 taxi parking fee now applies at the Melbourne Airport. This \$2.00 per vehicle fee only applies to passengers leaving Melbourne Airport from a taxi rank. A \$3.00 per vehicle pre-booked taxi fee also applies for passengers catching a taxi from the Premium Parking area opposite the International Terminal.

Contact details for the various taxi companies are below if you prefer to pre-book your taxi:

Silver Top Taxis

Phone: 13 1008

Web: <http://www.silvertop.com.au>

Yellow Cabs

Phone: 13 1924

Web: <http://www.yellowcab.com.au>

Arrow Taxis

Phone: 13 2211

Embassy Taxis

Phone: 13 1755

North Suburban Taxis

Phone: 13 1119

Taxi Tips

Drivers are required to accept all fares, big and small, from the airport. If you are only traveling a short distance, drivers can return back to their place in the queue after they have taken you to where you need to go. Passengers are not required to take the first taxi in a queue if for some reason they do not want to travel in that taxi.

Taxi drivers can accept tips, but it is not normal practice to tip in Australia and therefore there is no requirement on the passenger to do so.

Buses:

Hotel transfer - Melbourne CBD area

When making your accommodation reservations, check to see if there is a complimentary pick up/drop off service being offered.

Metropolitan and Regional suburb transfer

Many shuttle bus companies provide transport between the airport and most Melbourne suburbs and regional areas. These buses need to be pre-booked. Check the <http://www.yellowpages.com.au> under "Bus and Coach Services" for the service to and from your area.

Public Train, Tram and Bus:

Information about fares, timetables and connections throughout Melbourne are available at <http://www.metlinkmelbourne.com.au>



BANKING

ATM Cash Machines:

ATM's are located at most banks and building societies. Use the VISA ATM Locator website at <http://visa.via.infonow.net/locator/global/jsp> or the MasterCard ATM Locator website at www.mastercard.com/atmlocator/index.jsp to find the nearest branch.

Here is a list of the 4 closest ATM machines to the Melbourne Office:

ANZ Bank

Ground Floor
55 Collins Street
Melbourne VIC 3000
Australia

National Australia Bank

71 Collins Street
Melbourne VIC 3000
Australia

Westpac Bank

90 Collins Street
Melbourne VIC 3000
Australia

Commonwealth Bank

75 Collins Street
Melbourne VIC 3000
Australia

Bank Opening & Closing Times:

Banks are open 9.00 a.m. to 4.00 p.m. Monday to Thursday and 9.00 a.m. to 5.00 p.m. Friday. All City banks are closed on Saturdays and all banks are closed on Public Holidays.

Credit Cards:

Credit cards can be used in most of the City's restaurants, shops, hotels, bars and nightclubs. Cash advances on your Visa and MasterCard can be obtained from most banks.

Currency & Travelers Cheques:

Currency and Travelers Cheques can be exchanged at banks.



COURIER SERVICES

Courier service is available in Australia by using cash and payment is made at the point of collection from the courier staff. No corporate account is required. Alternatively, you may drop off your documents/package if you wish to make the payment by credit card.

TNT Australia: <http://www.tnt.com>

Fedex Express: <http://www.fedex.com/au/>

DHL Express: <http://www.dhl.com.au/>



EMERGENCY SERVICES

To contact the police, fire or ambulance services dial **000** free from any public or private telephone. In case of accident, most major hospitals have 24-hour accident and emergency departments.



ENTERTAINMENT

Melbourne Entertainment: <http://www.melbourne.com.au>

Explore Australia: <http://www.australiatravel.com>



HOTEL ACCOMMODATIONS

Grand Hyatt Melbourne

123 Collins Street
Melbourne VIC 3000
Australia

Tel: +61 3 9657 1234

Fax: +61 3 9650 3491

Email: melbourne@hyatt.com.au

Web: <http://melbourne.grand.hyatt.com>

Park Hyatt Melbourne

1 Parliament Square
East Melbourne VIC 3000
Australia
Tel: +61 3 9224 1234
Fax: +61 3 9224 1200
Email: phmelbourne@hyatt.com.au
Web: <http://melbourne.park.hyatt.com>

Stamford Plaza Melbourne

111 Little Collins Street
Melbourne VIC 3000
Australia
Tel: +61 3 9659 1000
Fax: +61 3 9659 0999
Email: sales@spm.stamford.com.au
Web: <http://www.stamford.com.au/Melbourne/melb1bar.html>



MAPS

White Pages Street Maps: <http://www.whereis.com/whereis/home.jsp>

Street-Directory.com: http://www.street-directory.com.au/aus_new/index.cgi



MEDICAL FACILITIES

The closest medical centre is:

Hotel Medical Service

Suite 11,
Ground Floor
Collins Place
45 Collins Street
Melbourne VIC 3000
Australia
Tel: +61 3 9650 4393
Pager number: +61 3 9625 0087

The standard consultation fee is AUD\$50. Payment can be made by cash or credit card. The medical centre accepts appointments and some walk-ins.

Normal Hours: Monday to Friday 8.00 a.m. - 6.00 p.m.
After Hours: Ring pager number



TELEPHONE INFORMATION

Outside of Australia:

If you are dialing from outside Australia, dial the international access code from the country you are calling from, the Australia code 61 + area code + telephone number.

From Australia:

To dial abroad from Australia: 0011 + the country code of country calling + area code + telephone number. See below for a quick list of country codes or access the International Dial Codes website at <http://www.countrycodes.com>.

Australia – 61
Austria – 43
Belgium – 32
Brazil – 55
France – 33
Germany – 49
Greece – 30
Hong Kong – 852
India – 91
Ireland – 353
Israel – 972

Italy – 390
Japan – 81
Netherlands – 31
New Zealand – 64
Norway – 47
Portugal – 3512
South Africa – 27
Spain – 34
Sweden – 46
Switzerland – 41
USA – 1

International Long Distance Calling Cards can be purchased at most service stations and newsagents.



RESTAURANTS

Melbourne dining: http://www.bestrestaurants.com.au/melbourne_restaurants.asp



SHOPPING

Most shops are open:
Monday to Wednesday 9.00 a.m. - 5.00 p.m.
Thursday 9.00 a.m. - 9.00 p.m.
Friday 9.00 a.m. - 9.00 p.m.
Saturday & Sunday - check with the particular shop but most shops are open 10.00 a.m. - 4.00 p.m.



TRANSPORT SERVICES

Air:

Melbourne Airport: <http://www.melbourneairport.com.au>

Train, Tram or Bus:

Melbourne Transport: <http://www.metlinkmelbourne.com.au>

Taxi:

Silver Top Taxis

Phone: 13 1008

Web: <http://www.silvertop.com.au>

Yellow Cabs

Phone: 13 1924

Web: <http://www.yellowcab.com.au>

Arrow Taxis

Phone: 13 2211

Embassy Taxis

Phone: 13 1755

North Suburban Taxis

Phone: 13 1119

Traffic Conditions:

To check traffic conditions:

<http://www.vicroads.vic.gov.au/vrne/vnav.nsf/Home+Page/Internet~Home+Page?open>



VISA / PASSPORTS & IMMIGRATION

Visa:

To apply for an Australian visa or check your status, contact the Australian Immigration Department. They handle queries about immigration, visas and work permits.

Ground Floor
Casselden Place
2 Lonsdale Street
Melbourne VIC 3000
Australia
Tel: 131 881
<http://www.immi.gov.au>

Counter hours:

Monday to Friday 9.00 a.m. - 4.00 p.m.

Wednesday 9.00 a.m. - 1.30 p.m.



WEATHER

To check the weather: <http://www.melbourneweather.net>

