

## Scope

This policy relates to requests from overseas groups or delegations to visit City of Ryde.

It does not apply to visits that are associated with an established international friendship or partnership agreement as described within the City of Ryde *Protocol for Friendship and Partnership Agreements*.

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## Purpose

The City of Ryde appreciates the value of building networks and sharing information with its counterparts internationally, and the mutual benefits gained through hosting delegations from other countries.

The purpose of this policy is to set out the guidelines for assessing requests from overseas delegations and to manage the process for their visits.

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## Categories of Delegations

City of Ryde will consider requests to host delegations that fall into the following three categories:

### Category 1 Delegations

These are visits that can be shown to directly relate to the goals of Council's adopted Community Strategic Plan or other organisational objectives.

The presentation by City of Ryde staff will be made in English for no charge.

If the group wishes for an interpreter to be present, they are to make these arrangements in consultation with City of Ryde. The visiting delegation is to be responsible for the interpreter's fee.

There is no fee in relation to this category.

### Category 2 Delegations

These are structured visits made at the request of other organisations, companies or agencies, that do not clearly relate to the goals of Council's adopted Community Strategic Plan or other organisational objectives.

A fee will be charged for this service. Payment must be received prior to the visit.

Visits by Overseas Delegations		
Owner: Governance, Risk and Audit	Accountability: City Country Council Relationship Management	Policy Number: CSG010
Trim Reference: D14/106002	Review date: 25 March 2019	Endorsed: 25 March 2015 Executive Team

# VISITS BY INTERNATIONAL DELEGATIONS

Presentations by City of Ryde staff will be made in English. If the group wishes for an interpreter to be present, they are to make these arrangements in consultation with City of Ryde. The visiting delegation is to be responsible for the interpreter's fee.

## Category 3 Delegations

These are informal visits, for example a morning or afternoon tea hosted by the Mayor, another Councillor or the General Manager.

There is no fee in relation to this category.

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## **Procedures**

All requests must be made in writing and must include an official letter of request from the city proposing the visit. If the visit is being sponsored by another organisation, their correspondence is also to be included.

A City of Ryde application form is to accompany the official letter of request (copy attached).

Requests must be received at least six weeks prior to the date of the visit. Two preferred visit dates must be provided.

Following the receipt of a completed application form and official letter of request, the organisation will be advised of any fees associated with the requested visit.

The Mayor and General Manager will determine whether the City of Ryde will receive each group. These visits will be coordinated by the Governance, Risk and Audit Service Unit.

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## **Fees**

The fees to be charged for a visit from an international delegation are detailed in Council's adopted Fees and Charges.

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## **Review Process and Endorsement**

This Policy will be reviewed at least every 4 years and is to be endorsed by the Executive Team.

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# VISITS BY INTERNATIONAL DELEGATIONS

## REQUEST FOR CITY OF RYDE TO HOST AN INTERNATIONAL DELEGATION

*This form is to accompany the official letter of request.  
Requests must be made at least six weeks prior to the date of visit.*

**Name of organisation sending delegation** \_\_\_\_\_

**Country of origin** \_\_\_\_\_

**Contact person** \_\_\_\_\_

**Contact number and email** \_\_\_\_\_

**Number of people** \_\_\_\_\_

*Please attach the names of the delegation members and their position separately, noting that a maximum of 15 will be hosted in any one delegation.*

**Purpose of visit** \_\_\_\_\_

**Preferred dates** 1. \_\_\_\_\_

2. \_\_\_\_\_

**Will an interpreter be required?**  Yes  No

**Have you contacted NSW Trade & Investment?**  Yes  No

**Key areas of interest** \_\_\_\_\_

**Title of Council staff the delegation wishes to meet** \_\_\_\_\_

**Name of outside organisations delegation wishes to meet** \_\_\_\_\_

**Name of other local government areas to be visited** \_\_\_\_\_

*Fee – Upon receipt of the completed application and official letter of request you will be advised of any fee associated with this visit.*

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