

**MM15/12**

**REVIEW OF POLICIES REGARDING VISITING  
OVERSEAS DELEGATIONS AND SISTER CITY  
RELATIONSHIPS - The Mayor, Councillor Ivan Petch**  
File Number: CLR/07/8/9 - BP12/1323

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I recently received a request from the Australian International Trade Association and Associates in China.

The request was that Council receive a delegation from Anhui, Bozhou People's Government.

Council currently has a policy in place (copy attached) which is very restrictive for groups wishing to visit the City of Ryde from overseas. If such a visit is made at the request of an overseas agency, the cost to the group wishing to visit is \$3,000.00 per hour.

I understand that this policy was made to discourage groups who have no intention of continuing relations with businesses in the City of Ryde, but I would like Council to reconsider the policy.

**RECOMMENDATION:**

That Council reconsider its policy with regard to Visiting Overseas Delegations at a future workshop.

**ATTACHMENTS**

- 1 Visiting Overseas Delegations Policy

Report Prepared By:



**Councillor Ivan Petch**  
**The Mayor**



# Visiting Overseas Delegations

## Scope

This Policy relates to requests from overseas delegations to visit City of Ryde Council.

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## Purpose

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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## Guidelines

All requests must be made in writing or via email and must include an official letter of request from the organisation which is sponsoring the visit. An application form is to accompany the official letter of request. A copy is attached to this Policy.

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

Requests for hosting delegations fall into two categories:

1. Visits that have been requested or are endorsed by the City of Ryde which relate to the goals of Council's adopted Community Strategic Plan; or
2. Visits made at the request of other organisations, companies or agencies.

For **Category 1** delegations presentations by City of Ryde staff will be made in English and the City of Ryde will arrange an interpreter if required (on a cost recovery basis at the expense of the visiting delegation). In some instances the City of Ryde may determine to provide a presentation in a language other than English but this will be at the discretion of the City of Ryde.

For **Category 2** delegations a fee will be applied. This fee will be set out in Council's adopted Fees and Charges. Payment must be received prior to the visit. Presentations by City of Ryde staff will be made in English and the City of Ryde will arrange an interpreter if required (on a cost recovery basis at the expense of the visiting delegation).

Upon receipt of the completed application form and official letter of request applicants will be advised of any fee associated with the proposed visit.

The City of Ryde reserves the right to refuse to accommodate visits by overseas delegations.

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## Review Process and Endorsement

This Policy should be reviewed as required and endorsed by the Executive Team.

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Visiting Overseas Delegations policy		
Owner: Governance	Accountability: Sister City relationships	Policy Number: # <i>Provided by Governance</i>
Trim Reference: D12/788	Review date: as required	Endorsed: Date and Authority



# Visiting Overseas Delegations FORM

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**

Agency 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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Key areas of interest**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Other local government areas to be visited (name)**

*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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