



## VISITING INTERNATIONAL DELEGATIONS POLICY

Adopted: 14 March 2016

TRIM: 308704.2015



# VISITING INTERNATIONAL DELEGATIONS POLICY

## 1. LEGISLATIVE REQUIREMENTS

*Local Government Act 1993*

## 2. PURPOSE/ OBJECTIVES

- 2.1. This policy aims to establish a single, co-ordinated and transparent approach to the way in which Council manages requests from representatives or agents for international delegations from governments, consulates, business groups or community groups seeking to be hosted by Liverpool City Council for learning, civic, cultural or trade and investment purposes.
- 2.2. The policy outlines the circumstances in which Liverpool City Council will consider receiving international delegations, the procedures for considering those requests and the arrangements that need to be put in place prior and subsequent to the request being accepted.

## 3. DEFINITIONS

**CEO:** Chief Executive Officer, Liverpool City Council

**Council:** Liverpool City Council

**International delegation:** A group of business or government officials travelling collectively as a representative group of an overseas country, city, town or industry

## 4. POLICY STATEMENT

### 4.1. Principles

- 4.1.1. Council will only host a visiting delegation where mutual benefits are demonstrated to the satisfaction of Council. The CEO will determine whether these mutual benefits have been sufficiently demonstrated.
- 4.1.2. Sufficient information needs to be provided to Council to allow the benefits to Council or the Liverpool area to be properly assessed.
- 4.1.3. Sufficient notice (refer 4.2.3) needs to be provided to Council to assess a request from an international delegation to visit and meet with Council.
- 4.1.4. Checks in relation to the status of the visiting delegation will be made with the Commonwealth Department of Foreign Affairs and Trade and NSW Government (Department of Premier and Cabinet or other relevant agency) to ensure consistency with international protocols.
- 4.1.5. All Councillors will be informed of upcoming approved visiting delegations and invited to participate in relevant meetings.

## **VISITING INTERNATIONAL DELEGATIONS POLICY**

### **4.2. Procedures for dealing with a visiting international delegation request**

4.2.1. Council requires a written request from the delegation or their representative (including Councillors) addressed to the CEO providing details of the delegation. At a minimum Council will require:

- a) The name of the organisation proposing to visit, along with a relevant web address;
- b) Names and titles of the delegation members;
- c) Specific areas of interest that the delegation wishes to cover and outcomes it seeks to achieve through its visit to Liverpool;
- d) Preferred date and duration of the meeting sought (or date and time range).

4.2.2. Visiting international delegations should also meet one or more of the following criteria:

- a) Demonstrated export sales potential for businesses based in the Liverpool LGA and broader South West Sydney;
- b) Genuine inward investment potential for the Liverpool LGA and broader South West Sydney;
- c) Consistency with Commonwealth and NSW Governments' target international markets for investment and trade;
- d) Tangible cultural benefits for residents of Liverpool, namely, school and teacher exchange, provision of speakers for local functions with international standing and expertise that assists in building a positive profile for Liverpool, philanthropic opportunities for Liverpool or charity fundraising that directly benefits the residents of Liverpool;
- e) Complement existing Council international relationships (for example, Toda, Japan).

4.2.3. The written request should be received by Council through the CEO's office a minimum of 8 weeks before the proposed visit by the delegation. Requests within the 8 week timeframe can be considered by the CEO on a case by case basis where the visit is of exceptional significance to Liverpool (for example, a visit from a head of state).

4.2.4. Council, through the CEO's office will assess the request with respect to the benefits to Liverpool Council or the Liverpool area, including protocol checks with the Commonwealth and NSW Governments. The CEO will ordinarily consult with Councillors when making a determination under this policy.

4.2.5. Once the visit is assessed by Council, Council staff will advise the agent or representative of the delegation as to whether the request to visit has been accepted or not and the extent of hospitality that can be provided by Council.

### **4.3. Approval of visiting international delegations**

4.3.1. Subject to the terms of this policy, the CEO will approve or decline a request from a visiting delegation.

## **VISITING INTERNATIONAL DELEGATIONS POLICY**

- 4.3.2. If approved, responsibility for managing the delegation will be assigned to the appropriate directorate by the CEO according to the visit's business, cultural, civic or learning nature.
- 4.3.3. A letter of response to the visiting delegation will be provided in writing to the delegation by the directorate assigned responsibility by the CEO's office, including advice on the extent of hospitality to be provided by Council and the venue to be used for the meeting.
- 4.3.4. The directorate assigned responsibility for the visiting delegation will also ensure that all Councillors and any other relevant stakeholders are invited to participate in the delegation meetings.

# VISITING INTERNATIONAL DELEGATIONS POLICY

**AUTHORISED BY**

Council Resolution

**EFFECTIVE FROM**

14 March 2016

**DEPARTMENT RESPONSIBLE**

Economic Development

**REVIEW DATE**

14 March 2018

**VERSIONS**

Version	Amended by	Changes made	Date	TRIM Number
1	Council	Not applicable	14 March 2016	308704.2015

**THIS POLICY HAS BEEN DEVELOPED IN CONSULTATION WITH**

Chief Executive Officer

**ATTACHMENTS**

Template: Letter of response to international delegation requesting a visit

Checklist: Delegation Visit

**REFERENCES**

International Relations and Engagement Policy, City of Gold Coast

Local Government NSW: Visiting International Delegations

Name  
Company  
Address  
**SUBURB STATE PCODE**

Dear

**INTERNATIONAL VISIT**

I refer to your [letter/email] received on [date] seeking Liverpool City Council to host a visit.

To assess your request Council requires advice from you in writing as follows:

- Name of the organisation to be visiting, along with a relevant web address
- Names and titles of the people to be visiting
- Specific areas of interest to form the basis of the discussion
- Learning outcomes that the group wishes to achieve
- Preferred date of meeting (or date range)
- Preferred length of meeting (one or two hours)

Please address your written request to:

Chief Executive Officer  
Liverpool City Council  
Locked Bag 7064  
**LIVERPOOL BC NSW 1871**

Once this information is received, Council will assess our capacity to host the visit. Advice will be provided declining or accepting the visit (if accepted the date and time of the visit will be confirmed).

Please note that the responsibility for meals, transport, accommodation and interpreters will rest with your organisation. If you have any questions, please feel free to contact [name] on [phone number] or [email address].

Yours sincerely

**Name**  
Position Title

## Delegation Visit Checklist

Following the assessment and approval to proceed with an inbound delegation visit, the following checklist will be prepared by the Directorate responsible as assigned by the CEO's office and distributed to relevant parties as a shared document to implement.

<b>Request Date:</b>		<b>Trim No. Initial Request:</b>	
----------------------	--	----------------------------------	--

### Delegation's Organising Representative

<b>Name:</b>			
<b>Phone:</b>		<b>Email:</b>	

### Details of Visiting Organisation

<b>Name of organisation:</b>			
<b>Organisation overview:</b>			
<b>Website:</b>		<b>City of Origin:</b>	

### Details of Visit

<b>Proposed date of visit:</b>			
<b>Draft schedule/timing:</b>			
<b>Proposed venue (if known)</b>			
<b>Delegation Leader:</b>		<b>Number of Delegates:</b>	
<b>Delegation List</b>			
<b>Purpose of Visit</b>	<input type="checkbox"/> Civic (ceremonial meetings sought)		
	<input type="checkbox"/> Trade opportunities with local business		
	<input type="checkbox"/> Investment in local business or infrastructure		
	<input type="checkbox"/> Learning outcomes (e.g. information on Council's planning system)		

### Additional Information

<b>Proposed Budget:</b>		<b>Cost Centre:</b>	
<b>Dietary requirements:</b>			
<b>Speech/Media needs:</b>			
<b>Additional Information:</b>			
<b>Timeframes:</b>			

## Inbound Visit Planning Checklist

Task	Details	Responsibility	Action Officer
<input type="checkbox"/> Delegation request form completed and registered to file	Required	CEO's Office	
<input type="checkbox"/> Assignment of assessment by the CEO's office to relevant Directorate	Required	CEO's Office	
<input type="checkbox"/> Letter drafted accepting or declining the visit request	Required	Relevant Directorate	
<input type="checkbox"/> If accepted, development of itinerary	Required	Relevant Directorate	
<input type="checkbox"/> Arrange appoints with Mayor/Councillors/ Council Officers	Required	Relevant Directorate in consultation with Mayor and CEO's Office	
<input type="checkbox"/> Identify opportunities to include: CEO, Mayor, Councillors and other relevant stakeholders	Required	Relevant Directorate	
<input type="checkbox"/> Design and distribute invitations, RSVP's to key stakeholders and community members	Optional	Relevant Directorate	
<input type="checkbox"/> Book meeting space/venue	Required	Relevant Directorate	
<input type="checkbox"/> Additional event requirements (layout of function, lectern, AV requirements, decorations, entertainment, etc)	Optional	Relevant Directorate	
<input type="checkbox"/> Event catering requirements (obtain quotes, prepare requisition, booking)	Required	Relevant Directorate	
<input type="checkbox"/> Accommodation assistance	Optional	Relevant Directorate	
<input type="checkbox"/> Business Matching	Optional	Economic Development	
<input type="checkbox"/> External site visits (include maps, instructions where possible)	Optional	Relevant Directorate	
<input type="checkbox"/> Presentation/hand-out details	Optional	Relevant Directorate	
<input type="checkbox"/> PR/media releases/speeches	Required	Strategic Communications and Research	
<input type="checkbox"/> Interpreters (language, quote, requisition, copy of speech translated)	Optional	Relevant Directorate and Strategic Communications and Research	
<input type="checkbox"/> Gift packs, name badges, place cards	Required	Relevant Directorate	
<input type="checkbox"/> De-brief meeting to be scheduled and record keeping requirements completed	Required	Relevant Directorate	
<input type="checkbox"/> Prepare post visit thank you letters	Optional	Relevant Directorate in consultation with the Mayor's Office	

## On the day checklist

<input type="checkbox"/> Notepads and pens	<input type="checkbox"/> AV equipment and lectern
<input type="checkbox"/> Place cards	<input type="checkbox"/> Bottles of water and sweets (as required)
<input type="checkbox"/> Agenda, hand-outs and information kits	<input type="checkbox"/> Catering (other)
<input type="checkbox"/> Banners/promotional material	<input type="checkbox"/> Welcome greeting in the language of the delegations