

## Hosting Delegations

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### 1. Overview

#### 1.1. Objective

The policy has been developed to make visits by delegations to Sydney Water more effective. It provides a framework for hosting delegations by setting out the roles and responsibilities of Sydney Water and those wanting to visit Sydney Water.

#### 1.2. Summary

For the purpose of this policy, a delegation is defined as anyone or any group of people from outside Sydney Water who:

- Requests a visit to Sydney Water
- Do not have a regular or formal stakeholder relationship with Sydney Water
- Want to be briefed in areas where Sydney Water has expertise

Requests need to be made in writing, clearly stating the delegation's objectives for the visit. A delegation application form is attached.

#### 1.3. Criteria

The decision to host a delegation is based on an assessment of the following criteria:

1. Visits by delegations should have the potential to further Sydney Water's business objectives or serve the public interest
2. Sufficient resources are available to host the delegation
3. Requests should clearly state the delegation's objectives for the visit and the areas of Sydney Water expertise it wants to access
4. Requests should state the size of the delegation, the seniority and position of each delegate and a contact phone number for each delegate
5. Requests should be made in writing at least four weeks prior to the date on which it is proposed the delegation be received – requests that do not meet this criterion may not be considered
6. Requests should be endorsed by the head of the delegation – requests made by representatives such as travel agents on behalf of the delegation but without this endorsement may not be considered.

**DELEGATION APPLICATION FORM**

**1. Area/nation the delegation is from**

**2. Sponsoring organisations supporting the delegation**

**3. Name, title, sponsoring organisation and contact details of each member of the delegation.**

<b>Name</b>	<b>Title</b>	<b>Organisation</b>	<b>Contact details</b>

**4. Suitable date(s) and time(s)**

**Date(s)**

**Time(s)**

**5. Language(s) spoken by the delegation**

**6. Proficiency in English**

- The meeting can be conducted in English
- (Yes)** A translator will be provided by the delegation

**7. Areas of interest to discuss with Sydney Water (please provide as much detail as you can)**

**8. Please provide a copy of the delegation’s FULL itinerary for the time they are in Australia.**

**9. Additional comments**