

Visiting Overseas Delegations

Procedures

1. Introduction

1.1 NSW Maritime is pleased to receive visits from overseas delegations where the proposed visit:

- relates to the role and functions of NSW Maritime; and
- is sought at an official level, either
 - directly by the NSW Government or Parliament; or
 - by the visiting delegation's government through the consul or embassy in Australia.

2. Application of these procedures

2.1 This procedure applies to all requests made to NSW Maritime by visiting international delegations.

3. Procedures for making a request to NSW Maritime

3.1 All requests must be made in writing (email is acceptable).

3.2 Such requests should be sent to the following contact officer:

Communications Manager
NSW Maritime
Locked Bag 5100
Camperdown NSW 1450
Telephone: + 61 2 9364 2428
Email: delegations@maritime.nsw.gov.au

3.3 All requests must be sent to NSW Maritime at least 6 weeks prior to the proposed visit.

3.4 The request should include the following information:

- the purpose of the proposed visit;
- the key area(s) of interest to the delegation;
- the specific outcomes which the delegation wishes to achieve;
- the country and organisation represented by the delegation;
- the date of the proposed visit;

- the delegates' names and titles;
- whether the delegation will be accompanied by an interpreter.

4. NSW Maritime's assessment of the request


- 4.1 If insufficient information is provided NSW Maritime may decline the request or may seek further information from the organisation which is sponsoring the visit.
- 4.2 NSW Maritime will not agree to visits sought by educational establishments or private for profit business operations.
- 4.3 NSW Maritime will decline requests which inappropriately divert its resources from core business activities and/or those which are not related to NSW Maritime's corporate objectives.
- 4.4 Visits are subject to NSW Maritime having the resources available to meet with the international delegation at the requested time.
- 4.5 NSW Maritime's decision is final and negotiations will not be entered into.

5. Fees

- 5.1 Fees are not normally payable for visits by overseas delegations.
- 5.2 However, depending on the nature and extent of the activities involved, NSW Maritime reserves the right to recover its costs.

6. Other provisions

- 6.1 NSW Maritime will not arrange or pay for any interpreter services, visas, transport to NSW Maritime's premises, catering or accommodation.
- 6.2 NSW Maritime's contact officer will refer successful requests to the relevant business unit responsible for making the presentation.
- 6.3 The presentation will be made by a senior officer(s) of NSW Maritime.
- 6.4 NSW Maritime's contact officer will co-ordinate and maintain a register of all visits.



Published by NSW Maritime
Locked Bag 5100
Camperdown NSW 1450
www.maritime.nsw.gov.au

2008

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