

External/study visits to Auckland Council by international delegations Guidance

Updated June 2022

The following terms and conditions apply to international delegations (or individuals) requesting a visit to Auckland Council for presentations on council services or operations.

Visit requests

Visit requests are to be submitted to the International Relations team at Auckland Council, no less than 28 days before the requested date. Auckland Council reserves the right to accept or decline the visit request, based on other council commitments which determine the availability of resources and staff in the relevant department/s.

Auckland Council will consider all requests, with advice provided via the International Relations team and the appropriate and relevant council staff, depending on the nature of the request and the type of visit or hui requested.

We are obligated to ensure staff time and resources are spent appropriately and will consider the following when considering applications for visits:

- Availability of staff to provide time to speak with delegations
- Length of time, location and feasibility of attendance
- Alignment of the request or participants with council strategies, policies and plans
- Obligations under previous agreements or, reciprocal host requirements
- Advice provided by staff and subject matter experts

Auckland Council reserves the right to accept or decline any requests based on the above assessment. Any request requiring a notable cost to council staff, resources or venues will likely be declined.

If confirmed, there will be limited opportunity to amend the date, time, location and details of the visit.

Interpreters

Presentations are given in English. If an interpretation is required, this will be up to the delegation or agent to arrange a professional and experienced interpreter.

Catering

Auckland Council cannot provide catering for external visitors or visiting delegations.

Procedure

1. Read and accept the above guidance.
2. Complete and submit the **external/study visit request** form.
3. If the visit request is accepted, a confirmation email confirming visit details will be sent. Please confirm and acknowledge the request and ensure appropriate invitations are in place.
4. Auckland Council will finalise the visit arrangements and confirm the time, date, location and contact person with whom further arrangements should be made.

If you have any questions regarding the terms and conditions or the online visit request form, please do not hesitate to contact the International Relations team at international.relations@aucklandcouncil.govt.nz. We look forward to assisting you and your delegation.

Note: Exemptions to the above guidance apply to delegations and hui hosted with Auckland's international partners when the visit is arranged through the respective council.