



ACT Planning and Land Authority Interstate and international delegation policy.

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Act Planning and Land Authority

Interstate and international delegation policy

This policy is an internal document designed to assess requests from interstate and international delegations. The policy acknowledges the value of delegations in strengthening global information exchange and generating positive images of Canberra as 'a planned city, a city like no other'.

1. Introduction

The ACT Planning and Land Authority is frequently approached by interstate and international delegations seeking presentations on a variety of planning topics. It is important that the Authority approaches delegation requests in a strategic manner and applies consistent criteria when assessing their suitability.

1.1 Delegation policy aims and objectives

Aims:

- provide delegation host organisations with information about the acceptance standards of the ACT Planning and Land Authority
- provide a basis to justify why a request did or did not receive support
- reduce the number of unsuitable delegation requests the Authority receives
- contribute to strengthening relationships between international and ACT planning professionals seeking best practice in their fields.

These guidelines will be publicly available and all delegation requests received by the Authority must be assessed against them before being accepted or declined.

Objectives:

- the Authority has a consistent approach to assessing and authorising delegations.
- interstate and international delegation hosts are aware of the Authority's delegation policy.
- delegation requests are properly assessed against the Authority's delegation objectives and delegation guidelines before being accepted or refused.
- appropriate approval is sought and given before the Authority commits to any delegation.
- all delegation requests are assessed and managed through the Authority's Communications Unit .

1.2 Scope of this policy

This policy applies to the ACT Planning and Land Authority and all interstate and international delegation host organisations (i.e. international embassy).

1.3 What is a delegation?

For the purpose of this policy, interstate and international delegations are defined as individuals or groups who

approach the ACT Planning and Land Authority seeking a presentation on a planning topic or range of topics and or a tour of particular projects in which the Authority has a direct involvement.

1.4 Role of Communications Unit in regulating interstate and international delegations

- the Authority's Communications Unit will be primary contact for all delegation requests.
- all other business areas receiving additional delegation requests will need to examine the request against this policy and make recommendations to the Communications Unit.
- the Communications Unit will further examine and assess all delegation requests against this policy.
- the Communications Unit will make decisions based the outcome of this assessment.
- all delegation agreements will be managed by the Communications Unit in partnership with the appropriate business area/s.

1.5 If your Business unit receives a delegation request

The following steps need to be undertaken if you receive a delegation request from a host organisation

- check the request against the delegation objectives outlined in the interstate and international delegation policy. Provide advice and recommendation to Communications Unit.
- advise the Communications Unit of the request immediately after your initial assessment.
- if the request does not comply with the delegation policy, Communications Unit will contact the organisation/individual and send them a letter explaining the request does not meet the Authority's delegation policy including a copy of the delegation policy.
- if the delegation request successfully meets the guidelines and checklist, Communications Unit will put a recommendation to Executive to support the request.
- the Communications Unit, in partnership with the appropriate Business area will undertake negotiations with the host organisation to manage the delegation.

1.6 Authority requests to visit interstate and international planning organisations

Before approaching an interstate or international planning organisation to arrange a visit from an Authority delegation, the following process should be followed.

- provide a brief, outlining the proposal be drafted and forwarded to the appropriate Manager/Director.
 - these steps should be followed before approaching an organisation to sponsor an Authority event or activity.
- seek in-principle agreement from Management Committee by drafting a brief, outlining the proposal .
- check whether the planning organisation you are approaching has a delegation policy and include it in the brief.
- Seek approval for the request from:
 - the relevant Executive Director and or Management Committee.

- Send the request well before you need the support so the planning organisation has plenty of time to consider it.

1.7 Benefits and gifts

It is customary for international delegations to provide the host organisation (Authority) a gift symbolising an aspect of their culture. It is considered respectful for the host organisation to reciprocate with an appropriate gift. Please note: the more senior the delegation the more specialised the gift.

The ACT Government has guidelines for the acceptance of gifts. Under these guidelines, Directors are generally responsible for approving the acceptance of gifts or benefits within their areas of responsibility. Where a director is unsure, he or she should refer the matter to the appropriate Executive Director.

Any gifts will be considered the property of the ACT Government, not of individual staff members. It will be up to the Manager in consultation with the relevant Executive to determine the appropriate use of or display of the gift.

For more information on gifts, see the Public Sector Management Standards, Standard 1 Ethics, on the ACT Government website at:

- http://www.psm.act.gov.au/strategic_human_resources/integrity_policy.doc

1.8 Coordination of delegations

A Communication Unit Officer will be responsible for the coordination of the delegation in partnership with the appropriate Business area. The officer will be responsible for:

- establishing and maintaining contact with the delegation coordination equivalent.
- recording and confirming all bookings and note all important discussions in writing.
- keeping all correspondence on file (objective) as a record.
- providing additional communication equipment/support where appropriate.
- providing any marketing materials deemed essential to support the delegation such as logo bromides, text for advertisements, brochures for displays etc in a timely fashion.
- undertaking a short evaluation at the end of the delegation, or review it after one year.

1.9 Evaluating and reviewing delegations

A successful delegation should be assessed against the principle in which it was enacted.

The Communications Unit Officer (in partnership with the supporting business area) will evaluate each delegation at its conclusion. This should be a written assessment of whether the delegation was successful in terms of meeting the defined objectives set out in this policy. This evaluation/review should:

- provide a basic overview of the delegation.
- provide a detailed list of all participants and presenters.
- provide a short review of presentation content (based on feedback from delegation participants).
- identify any problems and the measures that were taken to address these.

- identify areas for improvement on both sides and make recommendations on methods to facilitate the improvements and
- provide a recommendation on whether a delegation should be considered.

The evaluation report should be provided to the relevant business manager, Executive Director.

CHECKLIST FOR ASSESSING A INTERSTATE OR INTERNATIONAL DELEGATION REQUEST

Host organisation seeking delegation: _____		
Delegation title: _____		
Proposed date for the delegation: _____		
The following checklist is designed to assist staff in assessing a delegation request from a host organisation. This checklist is based on ACT Planning and Land Authority's interstate and international delegation policy.		
FOR A DELEGATION REQUEST TO BE ASSESSED AS SUITABLE, YOU MUST TICK <u>YES</u> TO ALL OF THE FOLLOWING QUESTIONS and forwarded to the Communications Unit Manager.		
<input type="radio"/> yes	<input type="radio"/> no	Does the delegation <u>request</u> meet the ACT Planning and Land Authority Interstate and International Delegation Policy?
<input type="radio"/> yes	<input type="radio"/> no	Are the delegation representatives at director/senior planner level?
<input type="radio"/> yes	<input type="radio"/> no	Does the delegation have a planning focus comparable to that of the Authority?
<input type="radio"/> yes	<input type="radio"/> no	Does the delegation have a salutatory governance function comparable to that of the Authority?
<input type="radio"/> yes	<input type="radio"/> no	Is the delegations visit directly contributing to the development or improvement of planning knowledge in the host state/country?
<input type="radio"/> yes	<input type="radio"/> no	There will be little or no cost involved in hosting the delegation?
<input type="radio"/> yes	<input type="radio"/> no	Does the Authority have sufficient time and resources to manage this delegation?
<input type="radio"/> yes	<input type="radio"/> no	Does the organisation or individual seeking delegation have a good reputation?
<input type="radio"/> yes	<input type="radio"/> no	Is there enough time before the event/activity to do everything required?
FOR A DELEGATION REQUEST TO BE ASSESSED AS SUITABLE, YOU MUST TICK <u>NO</u> TO ALL OF THE FOLLOWING QUESTIONS.		
<input type="radio"/> no	<input type="radio"/> yes	Could or does the delegation impose or imply conditions that would limit or appear to limit, the Authority's ability to carry out its functions fully and impartially?
<input type="radio"/> no	<input type="radio"/> yes	Does the delegation request involve: <ul style="list-style-type: none"> political or religious organisations; programs that denigrate, exclude or offend minority community groups; programs that may not reflect community expectations.
<input type="radio"/> no	<input type="radio"/> yes	Would the delegation involve the Authority in controversial issues or expose the Authority to adverse criticism?
<input type="radio"/> no	<input type="radio"/> yes	Is there potential for a conflict of interest?

CHECKLIST FOR ASSESSING A INTERSTATE AND INTERNATIONAL DELEGATION REQUEST: APPROVAL FORM

This approval form must be submitted with a copy of the original request from the host organisation and details of any further negotiations that alter the original request.

Organisation/individual seeking delegation _____

Brief description of request _____

Communications Unit Officer responsible for coordinating the delegation

Name: _____ Ph: _____

Position: _____ Business Area: _____

In partnership with: _____ Contact name: _____

Type of support to be provided:

ACT Planning and Land Authority presenters: _____ Communication equipment (internal) _____

Proposed delegation dates

from ____ / ____ / ____

Recommending Officer's Details

I have undertaken an assessment of this delegation request against the Authority's Interstate and International Delegation Policy and I do/do not support it (please circle).

Signature _____ Date: ____ / ____ / ____

Name: _____ Position: _____

Communications Unit were advised:

Upon receipt of request: Yes No Name: _____ Date: _____

After assessment: Yes No Name: _____ Date: _____

Business Manager's Approval

Approved Yes No Date: ____ / ____ / ____

Name: _____ Business Area: _____

Executive Director's Approval

Approved Yes No Date: ____ / ____ / ____

Name: _____ Business Area: _____