



Inbound delegations International and national

Cairns Regional Council welcomes delegates from around the globe to explore our region and the vast array of opportunities it presents.

Groups seeking to visit Cairns Regional Council for purposes relating to Trade and Investment, Sister City Relationship or Technical Knowledge Sharing should complete and submit the online application form at least one (1) month prior to your visit to the Cairns region. Council will assess your application and, if accepted, make appropriate arrangements.

Terms and Conditions:

1. Cairns Regional Council reserves the right to accept or decline requests based on their relevance to Council business and subject to availability of Council representatives.
2. COST – fees and charges may apply and a quote for these will be provided if required.
3. TRANSPORT – visiting delegations are responsible for their own transport arrangements and this will not be organised or paid for by Council.
4. TOUR GUIDE – Council will provide a tour guide for site visits and this may be subject to availability.
5. DELEGATION NUMBERS – Council prefers that delegations do not exceed 20 visitors.
6. CHILDREN – where approved by Council, children accompanying the delegation must be accompanied by an adult at all times for safety reasons.
7. CLOTHING – For a visit to the Council Chambers, business attire is suitable. If visiting any of the Council sites, enclosed footwear is essential for safety reasons. For insurance purposes, no one will be allowed to participate in a tour of Council sites without the required footwear.
8. ARRIVAL – A Council officer will meet the delegation at the Council Chambers or other arranged site. Please note that delegates must stay within their group and must be escorted by a Council officer at all times when on and around Council sites.
9. SMOKING - smoking is not permitted at any Council buildings or sites.
10. EXTREME WEATHER AND EMERGENCIES – Council reserves the right to re-schedule or cancel delegations due to extreme weather conditions and other emergency situations.
11. EMERGENCY AND FIRST AID - in the event that an evacuation is required during your visit, it is essential that all delegates follow the directions of their tour guide. A Council Officer may organise and/or administer first aid if required for the safety and wellbeing of delegates.

For further information about your inbound delegation request, contact Council's Economic Development Unit by phone on +61 7 4044 3324 or email economicdevelopment@cairns.qld.gov.au.