

PALM ISLAND ABORIGINAL SHIRE COUNCIL

POLICY STATEMENT

- SUBJECT:** PROTOCOL FOR VISITORS
- AUTHORITY:** Council of the Whole.
- PURPOSE:** To define the protocol for those wishing to visit Council
- POLICY:** Those wishing to make a visit will contact the Chief Executive Officer by telephone or in writing stating the following:
- Purpose of the visit;
 - Information hoped to be obtained by the visit; and
 - Benefit to the community in having the visit.
- Contact with the CEO where possible will be at least one week prior to the proposed visit and will fit the timetable of the Council.
- If the purpose of the federal and/or state government departments, locally based Aboriginal and Torres Straight Islander organisations or agent's visit are to acquire information from the Council or traditional owners involved, the information supplied will be in the strictest of confidence and the copyright of information obtained will remain the property of the Council and/or the traditional owners.
- DELEGATION:** Authority in respect of this Policy is hereby delegated to the Chief Executive Officer.

RESOLUTION DATED: May 2010