

Ministerial and Parliamentary Visits Policy

Section 1 - Purpose

(1) This Ministerial and Parliamentary Visits Policy sets out Charles Sturt University's expectations for the management of Ministerial and Parliamentary Visits.

(2) Ministerial and Parliamentary Visits provide opportunities to build strategic relationships, influence government policy and affect funding decisions and it is imperative that these visits are coordinated through the Office of Government and Community Relations to ensure that the correct protocols are adhered to by Charles Sturt University (the University).

(3) Adherence to correct protocols, careful planning, attendance by relevant staff, meticulous execution and appropriate follow-up will assist in developing strategic approaches to issues and risk management, fostering key external relationships and developing maximum media coverage of Ministerial and Parliamentary Visits.

Scope

(4) This Policy applies to all staff of the University, including those persons:

- a. who hold a visiting and adjunct appointment with the University; and
- b. are employed by any third party or controlled entity of the University.

Section 2 - Glossary

(5) In this Policy, unless the contrary intention appears:

- a. Ministerial and Parliamentary Visits - refers to any visit to a University campus or event by:
 - i. Government (Australia), including:
 - Governor-General/Vice-Regal Representatives;
 - Prime Minister;
 - Federal Ministers/Parliamentary Secretaries;
 - Federal Shadow Ministers/Parliamentary Secretaries;
 - Senior Federal Public Servants;
 - Premiers;
 - State Ministers/Parliamentary Secretaries;
 - State Shadow Ministers/Parliamentary Secretaries;
 - Senior State Public Servants; and
 - Mayors and Local Councillors.
 - ii. Government (International), including:
 - Royalty, Vice-Regal Representatives, Heads of State and International Dignitaries;
 - Foreign Government Ministers; and

- Ambassadors, High Commissioners, Consul-Generals or Honorary Consul-Generals.

b. Campus - means a facility or location where the University conducts its activities and includes regional and other study centres and sites, as specified in the [Referencing Policy - Campuses, Facilities, Third Parties and Position Titles](#).

Section 3 - Policy

(6) The Office of Government and Community Relations must be informed as soon as a staff member is aware of an event (e.g. opening of a building or facility; launch of a program or a meeting) that requires an invitation being issued to a Government representative (refer clause 5a).

(7) The Office of Government and Community Relations must be informed of the possibility of a Ministerial or Parliamentary Visit as soon as a staff member receives an indication that a visit is being planned or considered.

(8) The Office of Government and Community Relations is to be the only point of contact with a Government representative or their office (refer clause 5a), unless otherwise determined by the Office of Government and Community Relations. This includes contact with Diary Managers, Executive Assistants, Advisors, Chiefs of Staff or relevant departmental officials.

(9) Organisers of Ministerial or Parliamentary Visits are required to liaise with the Office of Government and Community Relations regarding the provision and presentation of gifts to Government representatives, as deemed appropriate.

(10) The Director, Government and Community Relations or their delegate may attend any Ministerial or Parliamentary Visit.

(11) Appropriate follow-up with any Government representative or their office following a visit will be coordinated by the Office of Government and Community Relations.

Section 4 - Procedures

(12) Staff member to advise the Director, Government and Community Relations in writing as soon as they become aware of an event or meeting that requires an invitation to be issued to a Government representative (refer clause 5a).

(13) The Office of Government and Community Relations will then advise the University's Director, Operational Services, Division of Facilities Management, Manager, Operational Services, Division of Facilities Management and relevant Campus Services Manager, Division of Facilities Management when a Parliamentary or Ministerial Visit is confirmed, to enable preparation of buildings and grounds.

(14) All draft invitations to Government representatives are to be submitted to the Office of Government and Community Relations for approval and, once finalised, will be sent by the Office of Government and Community Relations, unless deemed otherwise.

(15) Planning of any Ministerial or Parliamentary Visit must be undertaken in conjunction with the Office of Government and Community Relations, who will provide advice in relation to relevant staff of the University who should take part in the visit, and work with those organising the visit to ensure a completed Event Briefing Pack containing all templates is provided to the Office of Government and Community Relations.

(16) The Event Briefing Pack (as finalised) must be submitted to the Office of Government and Community Relations at least one week prior to the Ministerial or Parliamentary Visit, unless requested earlier.

(17) The Office of Government and Community Relations will ensure that maximum media coverage of the visit is achieved.

Section 5 - Guidelines

(18) Nil.

Status and Details

Status	Historic
Effective Date	23rd October 2017
Review Date	23rd October 2020
Approval Authority	Vice-Chancellor
Approval Date	19th October 2017
Expiry Date	13th May 2021
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