

Protocols Procedure - Ministerial Visits and Government Relations

Section 1 - Purpose

(1) This procedure supports the [Protocols Policy](#) and sets out Charles Sturt University's expectations for the management of ministerial and parliamentary visits.

Scope

(2) This procedure has the same scope as the [Protocols Policy](#).

Section 2 - Glossary

(3) This procedure uses the terms defined in the [Protocols Policy](#), and further defines the following:

- a. Ministerial and parliamentary visits - means any visit to a University campus or event by:
 - i. the Government (Australia), including: Governor-General/vice-regal representatives, Prime Minister, federal ministers/parliamentary secretaries, federal shadow ministers/parliamentary secretaries, Members of Parliament, the Legislative Assembly or Legislative Council, Senators, senior federal public servants, Premiers, State Ministers/parliamentary secretaries, State shadow ministers/parliamentary secretaries, senior state public servants, mayors and local councillors, or
 - 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.

Section 3 - Policy

(4) See the [Protocols Policy](#).

Section 4 - Procedures

(5) As stated in the [Protocols Policy](#), the Office of Government Relations and Regional Engagement (OGRRE) is the primary point of contact with a government representative or their office, unless otherwise determined by OGRRE.

(6) Charles Sturt University staff considering a visit by a minister or MP, or who has been approached by a minister or MP or their office about the possibility of a visit, must contact the OGRRE as soon as possible, with information about:

- a. the minister(s) or MP(s) involved,
- b. the purpose, date and timing of the visit,
- c. other participants in the visit, and
- d. prior dealings with the minister or MP, if any, including any current funding applications to or recent grants from

the relevant portfolio(s).

(7) The OGRRE will then determine what information, advice or support is required for the visit, and prepare the relevant documentation in consultation with the other University staff involved.

(8) The OGRRE must:

- a. be copied into all correspondence with a government representative or their office regarding a visit, unless otherwise determined by OGRRE,
- b. have input into any gift for government representatives. See also the Financial Management Policy and Finance Guidelines - Expenditure for information regarding gifts.

(9) The Director, Government Relations or their delegate may attend any ministerial or parliamentary visit.

(10) Appropriate follow-up with any government representative or their office following a visit will be coordinated by OGRRE.

Section 5 - Guidelines

(11) Nil.

Status and Details

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