

Protocols Procedure - Ministerial Visits, Meetings 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 and meetings with Members of Parliament (MPs) and senior government officials.

Scope

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

Section 2 - Policy

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

Section 3 - Procedures

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

(5) 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 or meeting or any request for a minister or MP to attend and/or speak at an event (either on-campus or off-campus) must contact the CGR as soon as possible, with information about:

- a. the minister(s) or MP(s) involved
- b. the purpose, date and timing of the visit, proposed meeting or event
- c. other participants involved, 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).

(6) The CGR 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.

(7) The CGR must:

- a. be copied into all correspondence with a government representative or their office regarding a visit/meeting, unless otherwise determined by CGR, and
- b. have input into any gift for government representatives. See also the [Financial Management Policy](#) and [Finance Guidelines - Expenditures](#) for information regarding gifts.

(8) The Head, Communications and Government Relations or their delegate may attend any ministerial or

parliamentary visit/meeting.

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

Section 4 - Guidelines

(10) Nil.

Section 5 - Glossary

(11) 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 for a meeting or event and any off-campus meeting 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.

Status and Details

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