INTRODUCTION

The University has a significant relationship with the Northern Territory Government (NTG) which entails frequent correspondence between the two (2) institutions. It is crucial that the highest level of professionalism is brought to all communication with NTG Ministers and Chief Executives.

INTENT

In order to co-ordinate University-wide interaction, this guideline sets out appropriate protocol to follow in formal correspondence with Northern Territory Government Ministers and Chief Executives (CEs) of Northern Territory Government Departments.

RELEVANT DEFINITIONS

In the context of this document:

NTG means Northern Territory Government;

Senior Executive means a University staff member holding the position of Vice-Chancellor, Deputy Vice-Chancellor, Chief Operating Officer, Chief Financial Officer, Pro Vice-Chancellor or Deputy Chief Operating Officer of the University;

Senior Manager means a staff member holding the position of Director or Head of School of the University;

Staff Member means anyone engaged by or associated with the University and includes all permanent, casual, adjunct, honorary or contracted staff (whether full-time or part-time), volunteers or those holding University offices or who are a member of a University committee; and

University Officer means a University staff member.

GUIDELINES

Protocol

The Vice-Chancellor’s Office is to be notified of any formal correspondence (for example those seeking funding, support, expressing a formal complaint or dissatisfaction and invitations to official events), that University staff intend to send to:

- Northern Territory Government Ministers; and
Northern Territory Government Department Chief Executives.

Protocol requires that all formal correspondence dealing with requests, complaints or invitations to NTG Ministers and Chief Executives are channelled through the Vice-Chancellor’s Office.

This correspondence should be directed to the Office Manager in the Vice-Chancellor’s office in the first instance (who will then follow-up as necessary, with the External Relations or Special Project Leader responsible for the CDU/NTG Partnership Agreement).

Correspondence should be appropriately drafted and sufficient time should be allowed for signing. A background brief may also be required. The correspondence must indicate a University officer who will act as a point of contact for any follow-up activity and on-going communication.

If correspondence is sent to a Minister, consideration should be given to whether or not the relevant NTG Department should also receive a copy.

Exceptions

Exceptions to this protocol are permitted when it is necessary for staff to communicate with NTG Ministers and Chief Executives in a role that is outside of their position with the University. This exception is not permitted for any business that is conducted and which relates to, any business with the University.

Delegations

The Vice-Chancellor may delegate responsibility for signing correspondence to NTG Ministers and Chief Executives, to members of the University Senior Executive and Senior Managers

ESSENTIAL SUPPORTING INFORMATION

Internal Control Policy
# Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
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