



**ACT**

Government

Education and Training

## **Attendance of Members of the Legislative Assembly, Members of Parliament and overseas VIPs at Directorate or school events - Guidelines for staff**

### **1. General**

- 1.1. The *Attendance of Members of the Legislative Assembly, Members of Parliament and overseas VIPs at Directorate or school events - Guidelines for staff* details the process for arranging the attendance of the Minister for Education and Training (the Minister), other Members of the Legislative Assembly (MLAs) and Members of Parliament (MPs) at ACT Education and Training Directorate (Directorate) and school events.
- 1.2. The guidelines also cover attendance of overseas officials at Directorate and school events.
- 1.3. These guidelines apply to events and functions organised by the Directorate and schools or visits to schools initiated by an MP or an MLA.

### **2. Attendance of the Minister for Education and Training**

- 2.1 The Minister for Education and Training should have a specific role in all Directorate and school event/s he/she attends.
- 2.2 Functions or events to which the Minister should be invited include:
  - official openings of new facilities
  - celebrations of significant achievements or anniversaries
  - launches of ACT Government initiatives.
- 2.3 Event organisers seeking the Minister's attendance must complete the *Minister - Event/Meeting Proposal for attendance* form and return it to the Minister's Office Manager as soon as possible. Early return of the form allows time for:
  - the Minister's office to approve the event venue (this must be done before the venue is booked)
  - consideration of the Minister's attendance in relation to his/her commitments.

- 2.4 Event organisers provide the completed *Minister - Event/Meeting Proposal for attendance* form to the Directorate Liaison Officer (DLO) and the Manager, Media and Communications as soon as possible. Contact details are on the form.
- 2.5 Official invitations sent to the Minister should also be accompanied by the *Minister - Event/Meeting Proposal* form.
- 2.6 The Minister's office will advise the event organiser of the Minister's availability. Should the Minister be unable to attend, the Minister's office may organise for an MLA to represent the Minister at the event and will advise the event coordinator.
- 2.7 The Minister's office will request a protocol package for attendance by the Minister or a replacement MLA. The protocol package provides the Minister or the MLA representing the Minister, with time and venue details including meeting and parking arrangements, host contact details, the order of proceedings and the Minister's role at the function. The protocol package includes a protocol brief and some or all of the following attachments, as requested by the Minister's office:
- *Background information*
  - *Order of ceremonies*
  - *Guest list*
  - *Speech*
  - *Media Release*
  - *Media Alert*
  - *Media Question and Answer sheet*
  - *Thank you letter*
  - *Map.*
- 2.8 The Ministerial and Commonwealth Relations section will make a request through TRIM to the relevant directorate area for completion of the protocol package. The TRIM request will list the documents from the above list to be included with the protocol brief.
- 2.9 Schools are not required to complete the protocol package for events being held at their school or hosted by their school. They are required, however, to provide information at the Directorate's request, in order for Directorate staff to complete the package on time.

- 2.10 The Minister's office requires protocol packages one week before the event. Templates for preparation of protocol packages can be found in the Directorate's templates folder.
- 2.11 The principal should ensure that reserved parking is available for the Minister for events held at a school or for events hosted by the school.

### **3. Invitations to MPs or MLAs at the initiative of the Directorate or the school**

- 3.1. The Minister's agreement is required prior to invitations being extended to MPs or other MLAs to attend events or visit schools.
- 3.2. The Minister must be invited to an event which is being attended by an MP or another MLA.
- 3.3. To seek the Minister's agreement, the Directorate or the school must complete the *Event/Meeting Proposal* form and return to the Minister's Office Manager with a copy addressed to the DLO and the Manager, Media and Communications. Contact details can be found on the *Minister - Event/Meeting Proposal for attendance* form.
- 3.4. The Minister's office will advise the Minister's agreement and may also advise that the Minister or his/her representative will attend the event.
- 3.5. The Minister's office will request a protocol package for attendance by the Minister or the representing MLA (see above 2.7-2.10). The protocol brief for the MLA should be forwarded through the Minister for Education and Training.

### **4. A visit or use of an ACT public school venue initiated by a Member of Parliament or Member of the Legislative Assembly**

- 4.1 MPs or MLAs wishing to visit or use a school venue e.g. for an Australian Government launch of a national education initiative, or an ACT Government launch of a children's initiative, must make their request to the Minister's office. Directorate or school staff approached by MPs or MLAs for use of a school venue must refer the MP or MLA to the Minister's office.
- 4.2 The Australian Government requires specific event protocols and procedures for events associated with Australian Government funded initiatives. Event

organisers must request these procedures at the time of organisation of the event from the Ministerial and Commonwealth Relations section.

**5. Schools inviting MPs or MLAs to participate in a curriculum activity involving students**

- 5.1. The Minister's agreement is required (see 3.1 – 3.3) before an invitation is extended to MPs or other MLAs to participate in curriculum or extra-curricular activities involving students.
- 5.2. Schools are required to complete the *Guidelines for the use of external agencies in ACT public schools* checklist when MPs or MLAs participate in curriculum or extra-curricular activities involving students.

**6. Visits by overseas officials**

- 6.1 As a courtesy, the Directorate advises the Minister's office of visits by overseas officials to schools or the Directorate. Schools should advise the Directorate of impending visits. Directorate staff should then advise the Minister's office through an issues brief, the Minister's Weekly Brief or by contacting the DLO (telephone 6205 0291).