Protocol to be Observed for Important Visitors

From time to time, the University receives and welcomes important visitors to its campus. The significance of these visits and the personnel involved stems from their former or existing positions in the political, social, diplomatic, religious or commercial environments.

It is essential then that:

(a) the University senior administration be aware, well in advance, of such visits or proposals to extend an invitation;

(b) in the case of any Vice-Regal person, Commonwealth or NSW State politician, Ambassador or High Commissioner, the Director, Government Relations in the Vice-Chancellor's Office should be first informed of the purpose of the engagement, and later be involved in any welcome, should it be deemed appropriate;

(c) the protocols attendant on any such visit be identified and steps taken to ensure compliance;

(d) Campus Infrastructure Services should be contacted in a timely manner to alert security, traffic management and event management teams to decide on the appropriate level of support to ensure an orderly, dignified and professionally run event. In the case of many important visitors, the fact that they may have resigned from a high office or a parliamentary role or ceased working in a diplomatic, consular or commercial environment does not necessarily affect the level of planning required nor the degree of hospitality which they should be afforded. Certainly, the issue of security, both their own and that of any staff members, students and the public to whom they may be exposed, remains a critical issue; and

(e) the Head, Media and Public Relations be alerted to the visit so that he/she can raise the matter with the Vice-Chancellor at the weekly Communications Meeting to determine how best and at what level to promote, record and publicise it both in the University and through wider media opportunities.

In order to ensure that all necessary aspects of planning to guarantee that important visitors to the University are received with appropriate deference and in a secure environment, the following steps should be followed:

(a) any staff member proposing to invite an "important visitor" on campus or who becomes aware that such a person wishes to visit the campus should first seek the advice of or advise the relevant Dean or Deputy Vice-Chancellor;

(b) the Dean or Deputy Vice-Chancellor will assume responsibility for briefing the Chief of Staff to the Vice-Chancellor about the matter;

(c) as soon as it is known that the visit is to proceed, the Dean or Deputy Vice-Chancellor will advise the University Security Service (General Manager) who will take appropriate action concerning security and parking matters; and,

(d) the Chief of Staff to the Vice-Chancellor will brief the Vice-Chancellor and ascertain his/her directions concerning the visit.

During the period leading up to the date of the visit, any issues relating to arrival and departure, reception, parking, security and publicity are to be advised to and discussed with the respective units mentioned above. The University Security Service will obtain a "threat assessment" through Commonwealth and NSW Police Service sources and will advise the respective Dean or Deputy Vice-Chancellor, and the Chief of Staff to the Vice-Chancellor, as appropriate. University Security will also ensure that arrangements concerning arrival, including the necessary briefing of gatekeepers, traffic and other staff, are well known.

While this protocol relates, principally, to those classes of persons mentioned above, there are others, such as senior officers in Government Departments, who may need to be accorded appropriate levels of formal reception. To ensure that this occurs, those intending to invite such persons should seek advice of their respective Deputy Vice-Chancellor or Dean well before the planned visit date.

1 September 1999

Updated 7 March 2014 (administrative changes only – changes to positions and department names)