University Correspondence with the Northern Territory Government (NTG) Guideline

**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.

**COMPLIANCE**

This is a compliance requirement under the *Charles Darwin University Act 2003* part 3, section 15.

**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

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

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

- **Staff Member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff 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 Northern Territory Government 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 Northern Territory Government Department should also receive a copy.

Exceptions

Exceptions to this protocol are permitted when it is necessary for staff to communicate with Northern Territory Government 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 Northern Territory Government Ministers and Chief Executives, to members of the University Senior Executive and Senior Managers.

ESSENTIAL SUPPORTING INFORMATION

Internal

Internal Control Policy
## Document History and Version Control

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved by</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.00</td>
<td>3 Mar 2010</td>
<td>Vice-Chancellor</td>
<td>Creation of original document and upload to CDU website.</td>
</tr>
</tbody>
</table>
| 1.01    | 10 Apr 2013   | Governance        | • Converted document to current template  
• Minor changes to wording, grammar and formatting  
• Assigned document number  
• Updated and added hyperlinks |
| 2.00    | 26 Mar 2014   | Vice-Chancellor   | Review of document and conversion to current governing document template          |
| 2.01    | 15 Dec 2017   | Governance        | • Conversion to new Governance template due to new University branding  
• Updated definitions  
• Updated hyperlinks |

**Last amendment:** 15 Dec 2017  
**Next Review:** Mar 2016  
**Sponsor:**  
**Contact Officer:** Office of the Vice-Chancellor