

VIP Visits Policy

Section 1 - Purpose

(1) The purpose of this Policy is to coordinate QUT efforts in welcoming VIPs and promoting QUT engagement. VIP visits provide the opportunity to develop mutually beneficial partnerships with external stakeholders. The policy outlines the principles relating to the invitation and hosting of VIPs at a QUT campus or event, and assigns responsibility over the VIP visit procedure and processes by which QUT coordinates such efforts to Government Relations and Protocol.

Section 2 - Application

(2) This Policy applies to all staff and students of QUT, as well as other members of the University community subject to the [Code of Conduct - Staff](#).

Section 3 - Roles and Responsibilities

Position	Responsibility
Vice-Chancellor and President	May reallocate hosting responsibility, or revise or cancel a proposed VIP visit based on risk or strategic considerations. Establishes VIP visit procedure.
Director, Government Relations and Protocol	Manages VIP visits based on the risk, or type of visit, or at the request of the Vice-Chancellor and President. Approves VIP visit procedure.
Manager, Facilities Services	Ensures that adequate campus access and services are coordinated for VIP visits.
Manager, Security and Emergency Management	Ensures that adequate campus access, security and risk management are provided for VIP visits.
Manager, Integrated Transport Services	Ensures that adequate vehicle access is provided for VIP visits.
Heads of organisational area	Approves hosting of VIP visits after assessing risk and consultation with stakeholders according to the VIP visit procedure. Adjudicates in the event of doubt about whether a proposed visitor meets the definition for the purposes of this Policy. The context and purpose of a visit may play a role in determining whether it is subject to this Policy.
Staff hosting a VIP visit	Hosts VIP visits in accordance with the VIP visit procedure.
Protocol Officer, Government Relations and Protocol	Approves procedures for hosting international delegations and visitors.
Director, Government Relations and Protocol	Advises Vice-Chancellor and President on strategic considerations. Interfaces with VIP where relevant to government relations and stakeholder liaison and on direction from the Vice-Chancellor and President.
Vice-President (Business Development)	Advises Vice-Chancellor and President on strategic considerations. Interfaces with VIP where relevant to Business Development and on direction from the Vice-Chancellor and President.

Section 4 - Principles

(3) As the University for the real world, QUT engages with high-profile academic, business, community, education, industry, political, research and community leaders and other prominent individuals. QUT has an on-going obligation to provide a safe environment for students, staff and visitors to its campuses, including VIP visitors.

(4) QUT VIP visits should take place according to the following principles:

- a. QUT requires a coordinated, whole-of-institution approach to VIP visits;
- b. VIPs will be afforded respect, courtesy and formality and VIP visits will be coordinated with professionalism and proper care and attention;
- c. VIP visits require a coordinated and streamlined procedure involving a number of QUT stakeholders;
- d. VIPs should be provided with a single point of contact for QUT liaison. Where possible this liaison will be the final decision-maker for variations and logistics on the day of the visit;
- e. Government Relations and Protocol should ensure that the appropriate organisational areas are informed and attentive to their responsibilities with regards to VIP visits; and
- f. In the spirit of respectful evidence-based discourse and in compliance with QUT's [Code of Conduct - Staff](#) and [Code of Conduct - Student](#), QUT encourages open debate and freedom of speech and recognises the rights of staff and students to express their views on matters of public interest.

Section 5 - VIP Visit Procedure

(5) VIP visits will proceed following approval and after the assessment of risk and consultation with stakeholders.

(6) VIP visits will be hosted and managed according to the [Organising VIP Visitors Procedure](#) (QUT staff access only) as determined by the Vice-Chancellor and President from time to time.

Section 6 - International Visitors

(7) All proposed visits to QUT by international delegations - including but not limited to government officials, institutional partners, industry and agents - should be directed to the Protocol Officer, Government Relations and Protocol. Government Relations and Protocol will provide assistance in the design and management of visit programs, especially when members of the University executive are involved. The Protocol Officer should be the main contact for all matters regarding international visits. More information on [Organising VIP Visitors](#) is available on the Digital Workplace (QUT staff access only).

Section 7 - Definitions

Term	Definition
Campus	Means the grounds and buildings of QUT, external offices, distributed sites or any other location where QUT conducts its activities. Where a visit involves the habitation of digital spaces (i.e. a public lecture delivered remotely), that digital space will be considered part of the QUT campus.

Term	Definition
VIP	<p>Means a very important person whose presence, or the context of their visit, requires special courtesy or formality. Visitors who may be accorded VIP status will include, but may not necessarily be limited to, the following:</p> <ol style="list-style-type: none"> 1. The Governor-General or Governor; 2. The Prime Minister, Premier or Lord Mayor; 3. Ministers or Shadow Ministers (Federal or State); 4. Members of Federal or State Parliament or Senators; 5. Foreign Heads of State; 6. A political candidate or figure when that visit is made during or as part of an election campaign; 7. Other government representatives, diplomatic figures, political figures, or visitors designated as VIPs by the Department of the Prime Minister and Cabinet, or the Department of the Premier and Cabinet; 8. Senior Members of the Judiciary (e.g. High Court and Supreme Court Judges); 9. Chancellors, Vice-Chancellors, Presidents and other high-ranking representatives of universities; and 10. High-profile academic, business, community, education, industry, research and social leaders. <p>Such persons may reside in Australia or Internationally.</p>

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