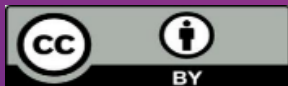




ACT
Government

Education

MLA & VIP VISITS AND FACILITIES HIRE AT ACT PUBLIC SCHOOLS PROTOCOL



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MLA & VIP Visits to ACT Public Schools

1. Overview

1.1. Members of the ACT Legislative Assembly (MLAs), members of Parliament, Senators, overseas officials, and other dignitaries (VIPs) often request to visit ACT public schools to participate in meetings, school activities or hold media/promotional events. These protocols provide guidance to visiting MLAs, VIPs, schools, and the Directorate in managing such events. These protocols also cover the hiring of school facilities by members of the Legislative Assembly, Members of Parliament and/or Senators.

1.2. Requests can be placed into three categories, and specific protocols for each are further detailed:

- Visits with no invited media.
- Visits with media attending.
- Facility hire requests by Members of the Legislative Assembly, Members of Parliament and/or Senators.

1.3. All requests for MLA/VIP school visits and hire arrangements must be agreed by the Director-General of the ACT Education Directorate. Any Directorate or school staff approached regarding a proposed MLA/VIP visit or hire must refer the initiator to the Office of the Director-General.

1.4. ACT public schools are free to invite any MLAs to public events (public events are events that are open to the general public) and MLAs & VIPs are free to attend events without requiring permissions. These types of events include school fetes, fundraising events, open days, and other school events open to the public. Events like graduations and sports days are not open to the public and therefore access to these events by MLAs & VIPs are subject to this protocol.

1.5. This protocol applies to public school meetings/visits, school activities or media/promotional events where students or school staff are present, and where there is a relationship between the event and the school.

1.6. This protocol does not apply to visits by the ACT Minister for Education and Youth Affairs attending public schools in their ministerial capacity.

1.7. This protocol does not apply to routine visits by Federal Members and Senators to present Australian flags to ACT public schools.

2. Arranging a school visit or hire

2.1. The initiator of the visit/hire must seek written agreement from the Director-General, ACT Education Directorate (Request form at Attachment A).

2.2. The request must be emailed to EDUDirectorGeneralOffice@act.gov.au and EDUDLO@act.gov.au.

2.3. A decision will be made by the Director-General, in consultation with the Minister's Office, within 21 days of the request being received, based on:

- Purpose of the event/visit
- Media attendance
- Disruption to school activities
- Education Directorate resources required to facilitate the event/visit.

2.4. The Directorate, in consultation with the Minister's Office, reserves the right to refuse, cancel or delay a school visit or hire.

2.5. A senior officer from the Education Directorate may attend events to support school leaders.

3. Specific protocols for events/visits with no media

3.1. Visiting MLAs & VIPs must adhere to the following:

- 3.1.1. The event/visit must not significantly disrupt the business of the school.
- 3.1.2. The event/visit should occur between the hours of 10:00am and 2:00pm, or after 3:00pm.
- 3.1.3. The event/visit should not occur in the first or last week of a school term.

4. Specific protocols for events/visits with media attending

4.1. Visiting MLAs & VIPs must adhere to the following:

- 4.1.1. The event/visit must not significantly disrupt the business of the school.
- 4.1.2. The event/visit should occur between the hours of 10:00am and 2:00pm, or after 3:00pm.
- 4.1.3. The event/visit should not occur in the first or last week of a school term.
- 4.1.4. Any media presence at a VIP visit/event is to be arranged in conjunction with the Directorate's Media Team EDU.Media@act.gov.au.
- 4.1.5. Media and promotional visit/events should be related to education.
- 4.1.6. If the proposed event/visit relates to an ACT Government initiative, the visiting MLA office should confirm with the Minister's Office which MLA is the most appropriate to lead and participate in the event/visit.

5. Hire of school facilities by Members of the ACT Legislative Assembly, Members of Parliament, and Senators

5.1. There are a range of public school facilities available for community use, including meeting rooms, sporting facilities and outdoor areas. Each individual school is responsible for the day-to-day management of bookings. The [Community Use of School Facilities Policy](#) outlines the hire arrangements between ACT public schools and the community.

5.2. All arrangements for hire of school facilities must be documented in a facility hire agreement that is entered between the school and the hirer. The agreement details the appropriate measures to be undertaken when making facilities in ACT public school available to the community or commercial events. Fees will not be waived for facilities hire requests from MLAs and VIPs.

5.3. All requests to hire a school facility made by a member of the ACT Legislative Assembly, Member of Parliament and/or Senator must be endorsed by the ACT Education Directorate Director-General.

5.4. Members of the Legislative Assembly, Members of Parliament and/or Senators can hire school facilities outside of school hours. There are several additional conditions that must be followed:

- 5.4.1. Hirers are required to pay the full fee for hiring, as set by the school.
- 5.4.2. A private hiring relationship does not imply endorsement by the school or ACT Government of the contents of the event.
- 5.4.3. No media outlets are to be invited to events held on school grounds without the express permission of the Director-General, Education Directorate.
- 5.4.4. No social media posts are to be shared which could identify the school or its students (i.e.; no schoolwork, uniforms or logos can be visible in photos).
- 5.4.5. It is the hirer's responsibility to ensure these conditions are met.

6. Branded Content

6.1. Partisan or party-political materials, including materials that promote a particular politician, political party or candidate, must not be distributed, promoted, or displayed in a school, this includes flyers, posters, booklets, or the electronic distribution of political material.

7. Classroom Participation

7.1. Schools seeking education in parliamentary and democratic processes should access education programs through the ACT Legislative Assembly and Australian Parliament House. All requests for politicians to participate in education activities in a public school must be referred to the Directorate for consideration under the MLA/VIP Protocol.

8. Donations

8.1. ACT public schools must not accept any donations from politicians or political parties, nor provide in-kind support such as advertising and promotion. Further information can be found at the [Corporate Sponsorship Policy](#).

9. School events/visits during caretaker period

9.1. During the caretaker period there are additional conventions that apply to school visits/events and the use of school facilities for political or campaign purposes.

9.2. There may be occasions where facilities such as schools can be appropriately used during the caretaker period by political parties for public events such as media conferences. Please refer to the ACT Government Guidance on Caretaker Conventions for further information and advice.

9.3. Directorate and school staff must not initiate events/visits during the caretaker period.

10. Implementation Documents

10.1. MLA & VIP Visits to ACT Public Schools Procedure (internal)

10.2. Enquiries on this protocol can be directed to the Education DLO at EDUDLO@act.gov.au

11. Attachments

A	Request for MLA & VIP visit to ACT public school or hire ACT public school facilities
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REQUEST – MLA/VIP VISITING OR HIRING AT ACT PUBLIC SCHOOLS

VIPs, including ACT Government MLAs, wishing to visit an ACT public school, or hire ACT public school facilities are required to provide the below information.

Where the school is organising the event, they may complete this form on behalf of the VIP/MLA.

Requests must be received 21 days prior to the proposed event.

Date of request	
Requestor name and contact details	
Event title	
Host School	
School contact	
Date	
Time	
Duration	
Purpose of visit	
Name/s of attendees and role	
Facilities hire required	
Media to be invited	
Additional information	

Once completed, this request must be emailed to:
edudirectorgeneral@act.gov.au and edudlo@act.gov.au