

Communications Policy

1 Purpose

DMTC engages with the multiple external organisations and the community. The policy provides guidance for DMTC personnel engaging with external parties to protect intellectual property (IP), ensure security requirements are satisfied and project strategically developed profiles of the Defence Materials Technology Centre (DMTC).

2 Policy scope/coverage

This policy applies to DMTC personnel including:

- All DMTC staff;
- DMTC directors; and
- All other personnel engaged in DMTC activity.

3 Policy statement

3.1 Policy overview

This policy provides a framework through which communications representing DMTC or its interests may occur. A Communications strategy will be prepared by the Communications Manager and reviewed as required.

3.2 Technical presentations and publications

In order to manage IP and prevent security breaches, all publications and technical presentations must be approved by the DMTC Chief Operating Officer (COO). The IP and Security policies provide guidance on these processes.

3.3 Engaging with the media

All communication with the media must be by the CEO or the CEO's delegated authority.

3.4 Engaging with third parties

Staff may engage with third parties freely providing there is no disclosure of IP or classified information, and in accordance with the code of conduct. The outcomes of any communications with Third Parties are to be provided to the DMTC Communications Manager.

3.5 Engaging with Governments

All Government engagement must be endorsed by the CEO or their delegated authority prior to engagement.

Linked Policies, Procedures, Guidelines and Forms

- Policy approval policy
- Security policy
- Internal controls policy
- Intellectual property policy
- Social media policy

Controlled Document

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