

1. Purpose

DMTC engages with Government agencies, multiple external partner organisations and the community. The policy provides guidance for DMTC personnel engaging with external parties to project and promote the reputation and profile of DMTC, and protect intellectual property (IP) and ensure security requirements are satisfied.

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 Chief Executive Officer (CEO), the Communications Manager or other personnel acting with express authority or delegation from the CEO..

3.4. Engaging with Third Parties

Staff may engage with third parties freely providing there is no disclosure of IP or classified information, and the activity and their behaviour is in line with the Code of Conduct and other policies. The outcomes of any communications with third parties are to be provided to the DMTC Communications Manager.

3.5. Engaging with Government agencies and Members of Parliament

All Government engagement must be endorsed by the CEO or with express authority and delegation of the CEO prior to engagement.

4. Linked Policies, Procedures and Forms

- Policy - Policy Approval
- Policy - Security
- Policy – Internal Controls
- Policy – Intellectual Property
- Policy – Privacy
- Policy – Social Media