

GUIDELINES FOR OFFICIAL GIFT PRESENTATION

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GUIDELINES RELATING TO OFFICIAL GIFTS FOR PRESENTATION BY THE PREMIER AND NSW GOVERNMENT MINISTERS

1. Official Gifts Background

- 1.1. Although Australia is not traditionally a gift giving country, other countries' customs, good manners and goodwill may necessitate the presentation of gifts.
- 1.2. Protocol, NSW Department of the Premier and Cabinet, is responsible for the provision of access to an Official Gift Range.
- 1.3. The Department of Premier and Cabinet have entered into an Agreement with Intandem for the supply of official gifts for presentation. An online ordering, packaging and dispatch system website is available to the Premier and NSW Government Ministers. The Agreement is for a 12-month trial. Whilst the service is not mandatory, it is encouraged that Intandem is accessed for sourcing gifts.

2. Eligibility to Present Official Gifts

- 2.1. Official gift givers who are eligible to use this service are the Premier of NSW and NSW Ministers. Parliamentary Secretaries who are representing the Premier may use this service at the direction of Protocol.
- 2.2. For the purpose of these guidelines, the word "Minister" is inclusive of all/any of these eligible users.

ROLE OF THE MINISTERIAL OFFICES

3. Australian and NSW Gift Giving Policy

- 3.1. The Government's policy of being a non-gift giving country should be made known to representatives of foreign governments at the time visits are being planned. This should encourage a more modest approach to such exchanges.
- 3.2. The decision to present a gift is always at the discretion of the Minister. To assist with this, planning for any official overseas visits by the Minister should include a request for advice from Protocol and Trade and Investment Commissioners about known gift giving customs and requirements. In NSW, Protocol can advise about the appropriateness of a gift exchange.

4. Procedure for Acquiring Gifts

- 4.1. Only pre-nominated officers at the Office Manager level can access the gift range through a secure log-in <https://clients.nationalmailing.com.au/Public/Account/Login>
- 4.2. Intandem maintains a comprehensive range of Australian and NSW made gifts which can be viewed online. Preference should be given to NSW made gifts followed by Australian made gifts. Only Australian made products are available from Intandem on this website. To view NSW made gifts you need to type "(NSW)" into the "Search String" section. If this is not included, the website will show all products from all Australian made suppliers.
- 4.3. Nominated authorised users will be provided with their individual "User Name" and "Password" for login.
- 4.4. Online orders can be placed via the website. Orders made from Ministers' offices will automatically generate an email to the Chief of Staff to approve the purchase.
- 4.5. Ministers' offices' are to ensure that the delivery address is marked clearly, i.e., name, office, Department of Premier and Cabinet, along with Decipha's address. See pricing structure below for address.

5. Choice of Gifts

- 5.1. If required, the staff of Intandem and DPC Protocol are available to provide advice and assistance on cultural or religious considerations associated with their choice of gift(s). However, subject to certain financial limitations the choice of gifts is made by the Minister.
- 5.2. DPC Protocol has set the following price categories based on value and appropriateness of the gift for the level of recipient. Suggested values are:
 - Senior Royalty: \$500 - \$750
 - Royalty and Heads of State/Government: \$400 - \$500
 - Senior Overseas Ministers and Secretaries of State: \$250 - \$400
 - Overseas Ministers, Ambassadors/High Commissioners appointed to Australia: \$150 - \$250
 - Consuls General appointed to NSW and other officials: up to \$100
- 5.3. The dollar amount assigned to each listed price category is indicative only. Discretion and judgement may be required in relation to the status of some gift recipients. While the choice of gift should not exceed the recommended upper limit of the relevant category, there may be many occasions where a gift of lesser value will be appropriate.
- 5.4. Where there is a separate gift to a spouse of an overseas host/visitor, its value should be similar to or less than the value of the gift to the principal.
- 5.5. There may be other recipients who do not fall into the listed categories such as institutions – overseas schools, hospitals, etc. The gift chosen should be appropriate to the occasion.
- 5.6. It is not considered appropriate to make official gift presentations to Australian Government employees or their families.

6. Pricing structure

- 6.1. Each eligible customer will be charged the price for the Tenderer's Full Inventory of Products (GST inclusive) which also includes freight to warehouse, as shown as the cost price on the website **PLUS** the following:
 - i. Intandem's 35% handling costs
 - ii. Pick, pack and wrapping prices detailed below:
 - Routine orders – delivered in 7 calendar days or more - \$8.50 per item
 - Priority orders – delivered between 3 to 7 calendar days - \$9.95 per item
 - Urgent orders – delivered in less than 3 calendar days - \$13.50 per item
 - iii. Wrapping paper – approximately \$1.50 per meter
 - iv. Interstate and international freight delivery charges – this will depend on the size of the gift and urgency.

All prices will remain as per above for the duration of the initial Agreement.

- 6.2. Deliveries for the Premier and Ministers are required to be sent via the mail distribution centre, marked with: [your name], [your office], Department of Premier and Cabinet, c/- Decipha Pty Ltd, Unit 2, 38-44 Doody Street, Alexandria NSW 2015. The Supplier will deliver the package to Decipha in accordance with the Delivery Times as advised, from time to time, by DPC. Delivery times for DPC are currently:
 - If package is at Decipha before 12pm it will be delivered to DPC by 2pm that day
 - If package is at Decipha after 12pm it will be delivered to DPC 9am the following day Customers should be mindful of the above delivery times to Martin Place when purchasing to avoid the possibility of gifts arriving late.

7. Gift Acquittals

- 7.1. When offices receive the gifts from Intandem, the accompanying gift order and packing slip must be signed. The packaging slip should be retained to assist with reconciliation of gift purchases which will then be invoiced with payment arranged directly from the receiving office.
- 7.2. Should there be a cancellation of a visit etc where the gift is no longer required, the gift may be returned to Intandem at the cost of the customer. Intandem should be notified of any changes as it will maintain a Gift History register (gifts given only).
- 7.3. It is important that all fields are completed online, especially the recipient's name and title so that an accurate Gift History can be recorded to assist with future gift selections.

ROLE OF THE GIFTS SUPPLIER

8. Intandem

- 8.1. Intandem provides a wide selection of NSW and Australian made and crafted items, purchased from sources throughout Australia, in a range of media and values that are suitable for presentations as official gifts.
- 8.2. A gift register maintained by Intandem allows them to advise on gifts given on previous occasions so that duplication is avoided. To obtain this information from Intandem just email an Intandem Account Manager.
- 8.3. After gifts have been presented, database records will be updated to ensure presentation information is current.
- 8.4. Gifts ordered will be delivered clearly identified and packaged for presentation and travel.
- 8.5. Intandem will provide an on-line training module with instructions on how to order, purchase and receive a gift. On request Intandem will also provide over the phone instruction.

9. Intandem Account Manager

- 9.1. Intandem have an Account Manager to assist with all Official Gifts; Cheryl Webb. The account manager can be contacted via cheryl@intandem.com.au. The account manager is also contactable via telephone 03 9417 0707.

ROLE OF PROTOCOL, NSW DEPARTMENT OF PREMIER AND CABINET

10. Protocol Responsibilities

- 10.1. It is the role of Protocol to manage the contract with Intandem and oversee all aspects of the official gifts service.
- 10.2. Whilst the service is not being mandatory, it is encouraged that Intandem is accessed for sourcing gifts.
- 10.3. As part of the management role, Protocol can liaise between users of the service and service providers where necessary. If you have any queries on the Intandem Service, please contact the Manager, Protocol and Hospitality on 9228 5509.