

Guidelines for **official gift range**



Guidelines for official gift range

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Guidelines relating to official gifts for presentation by Ministers and senior government officers

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 Queensland, Department of the Premier and Cabinet, is responsible for the provision of access to an official gift range.
- 1.3 Whilst under the direction of Protocol Queensland, the responsibility for the supply of official gifts for presentation has been outsourced to *Intandem* through an online ordering, packaging and dispatch system website. Queensland Government officials are encouraged to access *Intandem* for all official gift giving.

2. Eligibility to present official gifts

- 2.1. Official gift givers who are eligible to use this service are the Governor, Premier, Ministers, Speaker of the Legislative Assembly, Leader of the Opposition and Parliamentary Secretaries/Assistant Ministers. For the purpose of these guidelines, the word "Minister" is inclusive of all/any of these eligible users.
- 2.2. Directors-General, Chief Executive Officers, Deputy Chief Executive Officers, and Divisional and Branch Directors of any Queensland Government entities may access the gift service.

Role of the Ministerial and senior official offices

3. Australian and Queensland 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 or senior official. To assist with this, planning for any official overseas visits by the Minister should include a request for advice from Protocol Queensland and Trade and Investment Commissioners about known gift giving customs and requirements. In Queensland, Protocol Queensland can advise about the appropriateness of a gift exchange.

4. Procedure for acquiring gifts

- 4.1. Only pre-nominated officers 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 Queensland-made gifts that can be viewed online. Preference should be given to Queensland-made gifts followed by Australian-made gifts. Only Australian-made products are available from *Intandem* on this website. To view Queensland-made gifts you need to type "(Qld)" 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 which will automatically generate an email to the **Chief of Staff/Senior Adviser to the Minister, or Office Manager** with financial delegation to authorise purchases.

5. Choice of gifts

- 5.1. The staff of *Intandem* will provide advice and assistance, but the choice of gifts, subject to certain financial limitations, is made by the Minister or his/her agent.
- 5.2. *Intandem* have sorted gifts into "Product Type" (e.g. wood, leather, glass etc.) and the following price categories based on value and appropriateness of the gift for the level of recipient. Suggested maximum values should be:
 - 5.2.1. Heads of State/Heads of Government - up to \$500
 - 5.2.2. Parliament to Parliament - up to \$300
 - 5.2.3. Senior Minister - up to \$250
 - 5.2.4. Junior Minister - up to \$150
 - 5.2.5. Officials - up to \$100
 - 5.2.6. Other officials including protocol officers, drivers and security personnel up to \$30.

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- 5.3. The dollar amount assigned to each listed category by *Intandem*, in consultation with Protocol Queensland, 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 from another category 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., and the gift chosen should be appropriate to the occasion.
- 5.6. It is not considered appropriate to make official gift presentations to government employees or their families.

6. Pricing structure

- 6.1. All pricing shown on the website is the “wholesale” buy price and does not include *Intandem’s* handling margin of 35 per cent or costs of wrapping and shipment.
- 6.2. Additional charges apply for wrapping and packaging based on notification periods.
 - A. Routine orders (minimum seven days’ notice) = \$8.50 per item
 - B. Priority orders (three to seven days’ notice) = \$9.95 per item;
 - C. Urgent orders (less than three calendar days’ notice) = \$13.50.
- 6.3. Interstate and international freight delivery charges apply.
- 6.4. Any changes to the pricing structure will be negotiated between *Intandem* and Protocol Queensland with users advised in advance.

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7. Gift acquittals

- 7.1. When Departments' gifts are received 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 Department or Ministerial Services Branch.
- 7.2. Gifts should be carefully chosen as gifts cannot be returned. Should there be a cancellation of a visit etc., where the gift is no longer required, the gift should be retained for presentation to a future dignitary. *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. Under the direction of Protocol Queensland, *Intandem* provides a wide selection of Queensland 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 database maintained by *Intandem* allows them to advise on gifts given on previous occasions so that duplication is avoided. To obtain this information from *Intandem*, please 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.

9. *Intandem* account managers

- 9.1. *Intandem* has an account manager to assist with all Official Gifts:

cheryl@intandem.com.au or is contactable via telephone on (03) 9417 0707.

Role of Protocol Queensland, Department of the Premier and Cabinet

10. Protocol Queensland responsibilities:

- 10.1. It is the role of Protocol Queensland to manage the contract with *Intandem* and oversee all aspects of the official gifts service.
- 10.2. It is strongly encouraged that all official gifts be supplied by *Intandem*.
- 10.3. As part of the management role, Protocol Queensland 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 Queensland, on 07 300 39250.

Prepared by Protocol Queensland with acknowledgement to the Department of the Prime Minister and Cabinet.