

**Department of the Premier and Cabinet
Strategic Engagement and Protocol**

SECTION: Protocol and International
Engagement

NUMBER: GES.PRO.002

SUBJECT: Official Gift Range Service

AUTHORISED:

1. Purpose

- 1.1 This document sets out the policy and procedural guidelines governing the operation of the official gift range service.

2. Scope

- 2.1 The policy applies to those officials identified in Section 5.3.

3. References and Authority

- 3.1 *Queensland Ministerial Handbook*
- 3.2 *Delegations and Policies* - Department of the Premier and Cabinet
- 3.3 *Guidelines for official gift range service*

4. Definitions

- 4.1 **"Gift range"** refers to the provision of gifts for presentation to visiting dignitaries and officials.
- 4.2 **"Official visit"** - For the purposes of this policy (see paragraph 5.5), an official visit refers to those visits which come under the responsibility of Protocol and International Engagement, (eg Commonwealth Government "Guest of Government" visits and visits to the State by foreign diplomatic and consular representatives based in Australia.
- 4.3 **"Eligible officials"** - refers to those officials listed in 5.3.

5. Guidelines

- 5.1 The provision of a gift range is to be managed and operated by Protocol and International Engagement. The Director, Protocol and International Engagement has the responsibility for the provision of a gift service to all State Government agencies.
- 5.2 Gifts purchased for the gift range service are intended to be used primarily for presentation to foreign dignitaries visiting Queensland or for presentation by government officials when travelling overseas on official business.
- 5.3 The following eligible officials, or their delegates (shown in brackets), may access the gift range service:
- 5.3.1 Governor (Official Secretary, Government House);

5.3.2 Premier, Cabinet Ministers, Speaker of the Legislative Assembly, Leader of the Opposition (Policy Advisor or Private Secretary) and Parliamentary Secretaries/Assistant Ministers;

5.3.3 Directors-General (including those listed below), Deputy Directors-General and Divisional and Unit Directors of Government Departments:

- Chair, Public Service Commission
- Auditor-General
- Parliamentary Counsel
- Ombudsman

5.3.4 Officers in charge of Queensland Government offices in foreign countries.

5.4 Gift items issued for presentation to foreign dignitaries visiting Queensland on an official visit (refer paragraph 4.2) are to be purchased by Protocol and International Engagement.

5.5 All items purchased for the gift range service should be manufactured in Queensland (exceptions can apply). Gifts may incorporate the Queensland Coat of Arms, the state badge or other official emblems of Queensland.

5.6 Protocol and International Engagement, will direct the gift range service provider to maintain a register of gifts purchased as part of the service level agreement.

6. Responsibilities

6.1 The Director, Protocol and International Engagement, is responsible for:

- managing the provision of the gift range service;
- arranging the selection and purchase of gifts for Protocol and International Engagement;
- guiding state government users on appropriate gifts for Queensland Government presentation.

7. Procedures

7.1 Purchase of Items for the Gift Range

7.1.1 When selecting items for the gift range, the guidelines outlined in 5.6 are to be observed. The appropriateness of items to be included in the gift range should also be carefully considered prior to purchase. Such consideration should take into account the position of the person for whom the gift is intended (ie whether he/she is a Head of State, a Head of Government, a Minister, a government official, a company director, etc) as well as their cultural background. The suitability of items should also be considered, on which Protocol and International Engagement can provide advice.

7.2 Access to the *Intandem Gift Service*

7.2.1 Government officials wishing to purchase from the *Intandem Gift Service* will require login access which can be arranged by *Intandem* and the following information will be required to be forwarded.

- Name
- Title
- Office
- Email
- Phone
- Physical address
- Postal address
- Provide information if the authorised officer is a purchaser only and requires an approver or has existing financial delegation.

Intandem has an Account Manager to assist with all Official Gifts who is

- Cheryl Webb, email: cheryl@intandem.com.au or
Phone number: (03) 9417 0707.

Enquiries in relation to the **Official Gift Range Service** can be directed to:

Protocol and International Engagement
Department of the Premier and Cabinet
PO Box 15185
CITY EAST QLD 4002
Phone: (07) 3003 9253
Email: protocol@premiers.qld.gov.au