

Attachment A



Australian Government
Department of Foreign Affairs and Trade



PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY (DFAT SECRETARY TO DFAT OFFICIALS) DELEGATION 2022 (NO. 1)

PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY (DFAT SECRETARY TO DFAT OFFICIALS) DELEGATION 2022 (NO.1)

I, JAN ADAMS, Secretary of the Department of Foreign Affairs and Trade (DFAT), make this Delegation under Section 110 of the [Public Governance, Performance and Accountability Act 2013](#), Section 32D(3) of the [Financial Framework \(Supplementary Power\) Act 1997](#) and Section 24 of the [Government Procurement \(Judicial Review\) Act 2018](#) in relation to the following enabling legislation:

- the [Public Governance, Performance and Accountability Act 2013](#);
- the [Public Governance, Performance and Accountability Rule 2014](#);
- the [Financial Framework \(Supplementary Powers\) Act 1997](#); and
- the [Government Procurement \(Judicial Review\) Act 2018](#).

The persons who from time-to-time hold, occupy, or perform the duties of a position and/or level specified are delegated the function or power under the relevant Act subject to the limitations and directions specified in the relevant part. *

When exercising a delegated power, delegates must comply with any directions issued by the Finance Minister and any instruction provided in [DFAT's Secretary's Instructions](#) and supporting policy and guidance material, including any changes that have occurred since the issue of this delegation instrument.

The delegation instrument is designed to assist employees to make decisions at the appropriate level and with appropriate job specific expertise. Issues should be resolved at the lowest level possible and should only be escalated if necessary.

This delegation commences on the date of signing below. The commencement of this delegation revokes the *Public Governance and Accountability (DFAT Secretary to DFAT Officials) Delegation 2021 (No.1)*.

*All dollar amounts included in this delegation refer to Australian Dollars (AUD).

Jan Adams AO PSM
Secretary, Department of Foreign Affairs and Trade
Date:

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s 22(1)(a)(ii)

s 22(1)(a)(ii) – this section, together with the following pages (5-10) are out of scope and have been removed.

PART 4: GIFTING OF RELEVANT PROPERTY

Gifts of Relevant Property (s66 PGPA Act)¹

DFAT Official – Position Title	Property excluding Money	Money
CFO	No limit	No
HOM/HOP	\$10,000 based on Written Down Value, excluding IT assets	No

Notes

1. When exercising powers under s66 of the PGPA Act, the delegate also needs to comply with the conditions of the [Finance Minister's Delegation](#) and the [Secretary's Instructions](#).

s 22(1)(a)(ii) – this section, together with the following pages (12-22) are out of scope and have been removed.



Australian Government

Department of Foreign Affairs and Trade

OVERSEAS VISITS GUIDELINES: DFAT PORTFOLIO MINISTERS

Version 2 – August 2025

Version	Changes
Version 1.0 - May 2023	Document relaunched after full review
Version 1.1 – April 2024	Item 5.2 Records of Conversation updated
Version 2 – August 2025	Post-election updates

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14. GIFTS

Australia is not traditionally a gift giving country. However, goodwill and respect for other countries' customs may necessitate the presentation and receipt of gifts. Post should make host governments aware of Australia's approach during the planning phase as this can encourage a more modest approach to such exchanges.

MEL will seek post's advice on anticipated gift requirements in the early stages of visit preparation.

14.1. Gifts presented by the Minister

Post should be as specific as possible in recommending ideas for gifts and supply full details of their intended recipients (i.e. full name, title and relative seniority where there is more than one). Post should avoid recommending bulky or heavy gifts.

In most cases, the MO, informed by post's recommendations, will select gifts from the official provider of gifts for the Australian Government, which maintains a register of all gifts presented overseas by ministers.

PM&C's [Official Gifts Guidelines](#) provide a suggested maximum value for gifts:

- Heads of State/Heads of Government \$750
- Parliament to Parliament up to \$300
- Senior minister up to \$250
- Junior minister/ Officials up to \$150
- Protocol up to \$30, and
- Drivers, security staff, etc. up to \$25.

14.2. Gifts received by the Minister

Post should keep possession of gifts received until the minister determines whether the gift is to be:

- a) retained at post;
- b) retained at DFAT; or
- c) retained by the minister.

If decisions are made during the visit and the items can be returned in a manner that does not impose on the travelling delegation (for example if travelling by SPA) the travelling delegation can return them to Australia.

Prior to any gifts being transported to Australia, Post should photograph all gifts received, including who it was from and the approximate AUD value, and record the information in the gifts template. Post should email the completed gifts template to MEL within ten days. MEL provides the template to the MO and awaits advice on whether the gift is to be retained by the Minister.

If the minister wishes to retain a gift, and it can't travel back with the delegation, Post will need to send the item/s to MEL, labelled "Gift for (insert minister's name)". Please ensure that fragile gifts are suitably packaged for a rough journey. These have arrived broken in the past.

If a gift is to be retained at post, post should arrange for it to be displayed at post or disposed of (preferably donated to charity, if possible).

The MO is responsible for declaring gifts in accordance with [PM&C Guidelines relating to official gifts received](#).

s 22(1)(a)(ii)



Australian Government
Department of Foreign Affairs and Trade

Guidelines

Appropriate expenditure of public diplomacy funds at post
July 2025

Contents

s 22(1)(a)(ii)

5. What you *can* do

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s 22(1)(a)(ii) – this section, together with the following pages (61-68) are out of scope and have been removed.

s 22(1)(a)(ii)

5. What you *can* do

s 22(1)(a)(ii)

Gifts and Prizes

Purchase of appropriate gifts and related resources for donation to schools, universities and other organisations with a view to educating and informing recipients about Australia such as books, sporting equipment, Australian team supporter clothing, food and beverages etc. Representation funds should be used to purchase gifts for developing and maintaining key contacts.

- Vouchers are not encouraged, unless they include inbuilt controls to ensure they are only spent on Australian books or products.
- Note posts can work with sponsors to secure big-ticket items such as airfares.
- Refer to Chapter 6.4: *Managing Property* of the Secretary's Instructions and Part 4 of the Secretary's Financial Delegations.

s 22(1)(a)(ii) – this section, together with the following pages (70-80) are out of scope and have been removed.



Australian Government

Department of Foreign Affairs and Trade

SPECIAL VISITS PROGRAM: A GUIDE FOR VISIT COORDINATORS

ATTACHMENT A

s 22(1)(a)(ii)

8. GIFTS

You are expected to purchase a gift for your visitor (maximum value of \$150), usually presented at a farewell meal or on departure. Ideas include something decorative or functional that features Indigenous artwork, an Australian coffee table book on a topic of interest to the visitor, or merchandise from a cultural activity. Gift exchanges are common, indeed expected, in some cultures. Where this is the case, consider agreeing under which circumstances gift exchange is appropriate and briefing both the visitor and interlocutors beforehand to avoid awkward situations.

For a well-targeted and personalised gift, consider buying it during the visit based on an activity that has piqued your visitor's interest. Plan this in advance – where might merchandise or gift shops be available, and will you have a window of opportunity to purchase something?

Otherwise, places to buy gifts in Canberra before departure include:

- o National Gallery of Australia, Australian Museum, Parliament House, National Library of Australia, Australian Choice shop in the Canberra Centre, Kingston Old Bus Depot Markets.

The visitor may request you forward on gifts via diplomatic bag or courier, to avoid excess baggage. Only agree to sending training materials or publications relevant to official business.

Familiarise yourself with departmental policy on accepting and declaring gifts and benefits in case you are presented with a gift by your guest.

s 22(1)(a)(ii) – this section, together with the following pages (96-99) are out of scope and have been removed.

s 22(1)(a)(ii)

From: Financial policy
Sent: Tuesday, 22 July 2025 3:10 PM
To: s 22(1)(a)(ii) Financial policy
Subject: RE: Policy on procuring gifts [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

Thank you for your email and query.

Advice Sought

You have asked for advice on purchasing gifts with departmental funds, for circumstances where either our portfolio minister or a non-portfolio Minister is intending to give a gift to their foreign counterpart.

Response

Guidance on DFAT's gift giving policy by Portfolio Ministers is set out in the Overseas Visit Guidelines (found [here](#)) (section 14 refers).

We recommend you reach out to the Ministerial Liaison Section (MEL) in EXD in the first instance regarding the purchase of any gift to be given by either a portfolio or non-portfolio minister to a foreign counterpart.

MEL can be contacted via email s 22(1)(a)(ii) [@dfat.gov.au](mailto:s 22(1)(a)(ii)@dfat.gov.au) and is best placed to advise on the procurement of gifts for both a portfolio or non-portfolio minister.

Note that DFAT's policy around giving gifts by ministers follows the guidance promulgated by the Department of the Prime Minister and Cabinet (PM&C) – located on its website - [Guidelines relating to official gifts for presentation by ministers | PM&C](#).

Australia's approach to giving gifts is set out in paragraph 3 of the Guidelines, as follows:

"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.

"The decision to present a gift is always at the discretion of the minister. To assist with this, planning for any official overseas visit by the minister, or an official visit to Australia by a Guest of Government or a foreign official, should include a request for advice from the relevant Australian Embassy or High Commission about known gift giving customs and requirements (including any cultural or religious sensitivities). In Australia, PIV officers escorting Guests of Government will advise if the visitor is presenting a gift. For Guest of Government visits the host minister will present a gift on behalf of the Australian Government."

MEL will be able to advise on whether you should reach out and liaise with the Protocol and International Visits Branch in PM&C regarding the purchase of a gift to be given by the PM to a counterpart – noting the PM&C guidance also provides details of how to purchase gifts where the PM is giving the gift.

Financial delegations

In terms of purchasing an item intended to be used as gift, then the only PGPA Act financial delegation that needs to be exercised is an s.23.

You will need to follow the appropriate procurement as set out in [BuyRight](#) – unless you need to follow the PM&C guidelines in terms of buying the gift.

Please ensure that your s.23 clearly details the purpose/requirement for purchasing the item, value for money considerations etc, and clearly explain to the financial delegate that the item(s) is being purchased to be used as a gift (i.e.. to be given to a foreign official).

Additionally, as you've noted, the purchase of any gift is a departmental cost – therefore using department funding to purchase a gift is appropriate. No ODA Administered or Non-ODA administered funding can be used to purchase a gift.

Where DFAT already owns the item to be gifted (i.e. we purchased the item(s) for our own use, then decided to gift the item), then depending on the value of the item, you will need to obtain delegate approval from either the CFO or HOM/HOP to gift the item (i.e. relevant property) under s.66 of the PGPA Act – as mandated in Part 4 of the [Secretary's Financial Delegations](#). Where this requirement applies, all requests for approval to the CFO must come through Financial Policy.

I hope the above guidance assists you with your query.

Please reach out if we can be of further assistance.

Thanks,
s 22(1)(a)(ii)

Assistant Director | Financial Policy & Capability Section (FPC)
Budget & Policy Branch | Finance Division

P +s 22(1)(a)(ii)

From: s 22(1)(a)(ii) @dfat.gov.au>
Sent: Tuesday, 22 July 2025 11:14 AM
To: Financial policy s 22(1)(a)(ii) @dfat.gov.au>
Subject: RE: Policy on procuring gifts [SEC=OFFICIAL]

OFFICIAL

Dear FP team

Just hoping to follow up on the below. Thanks very much.

s 22(1)(a)(ii)

Policy Officer | PNG Human Development Section
PNG Economic & Operational Branch | Melanesia Division
Office of the Pacific

P s 22(1)(a)(ii)

From: s 22(1)(a)(ii)
Sent: Thursday, 17 July 2025 12:10 PM
To: Financial policy s 22(1)(a)(ii) @dfat.gov.au>
Subject: Policy on procuring gifts [SEC=OFFICIAL]

OFFICIAL

Dear Financial Policy team

Could you please direct me to the relevant policy for purchasing gifts with departmental funds? For example, a gift from our portfolio minister to a counterpart.

Further to this, if DFAT is purchasing a gift for a non-portfolio minister (e.g. PM) to provide to their counterpart, would we need to engage PM&C on their policies?

I have perused the CPRs and the DFAT intranet page but cannot locate this info:

<http://dfatintranet.titan.satin.lo/finance/Financial-Policy/Pages/default.aspx>

Many thanks

s 22(1)(a)(ii)

Policy Officer | PNG Human Development Section
PNG Economic & Operational Branch | Melanesia Division
Office of the Pacific

P +s 22(1)(a)(ii)



s 22(1)(a)(ii)

From: Financial policy
Sent: Monday, 22 July 2024 5:44 PM
To: s 22(1)(a)(ii)
Cc: Financial policy
Subject: RE: Info required on 'Australian officials gifting to foreign delegates' policy [SEC=OFFICIAL]

s 22(1)(a)(ii)

OFFICIALs 22(1)(a)(ii)
Hi

The requirement to record gifts is only for receiving (see [Agency Head Gifts and Benefits Register | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#) and [Chapter 6: Gifts, Benefits, Hospitality, Sponsored Travel and Sponsorship | Australian Government Department of Foreign Affairs and Trade \(dfat.gov.au\)](#)). The giving of gifts does not have ethical ramifications.

I am surprised that EXD were unable to give you a steer on this one as:

- The Inbound Visits section provides advice on gifts
- The Special Visits Program (SVP) contains advice on gifts
- The Ministerial Liaison and Support section (MEL) deals with gifts presented by the minister(s)
- the Ministerial and Executive Events Section (MEE) also makes mention of official gifts

Definitive guidance is provided on [Official gifts | PM&C \(pmc.gov.au\)](#) can be found on the PM&C website along with [Guidelines relating to official gifts for presentation by ministers | PM&C \(pmc.gov.au\)](#).

I hope that you find this useful.

s 22(1)(a)(ii)

Financial Policy Unit | Finance Policy & Training, Travel & Credit Cards Section (FTT)
Finance Service Delivery and Transformation Branch (FSB) | Finance Division (FND)

Department of Foreign Affairs and Trade

Phone +s 22(1)(a)(ii)

[Financial policy](#) s 22(1)(a)(ii) [@dfat.gov.au](#)



We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

From: s 22(1)(a)(ii) [@dfat.gov.au](#)
Sent: Monday, July 22, 2024 5:07 PM

To: Financial policy s 22(1)(a)(ii) @dfat.gov.au>

Subject: Info required on 'Australian officials gifting to foreign delegates' policy [SEC=OFFICIAL]

OFFICIAL

Dear Colleagues

Grateful for your insights on DFAT policy on 'Australian officials gifting to foreign delegates'. It is our understanding a record of this action needs to be kept, however we are unclear on what this process is.

So far we have consulted with EXD and the intranet, however have been unable to determine the reporting process.

Is FND the correct business area which collects this information or keeps a record of it? Else, would you be able to point us towards the appropriate business area?

Greatly appreciate your help!

Kind regards,

s 22(1)(a)(ii)

Executive Officer to FAS PID
Policy Officer | Pacific Partnerships Unit
Pacific Integration Division | Office of the Pacific

Department of Foreign Affairs and Trade
P +s 22(1)(a)(ii)
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We acknowledge the Traditional Custodians of Country throughout Australia, and their continuing connection to land, waters and community. We pay our respects to all First Nations peoples, their cultures and to their Elders, past, present and emerging.

s 22(1)(a)(ii)

From: Financial policy
Sent: Tuesday, 24 May 2022 12:30 PM
To: GSG Hub
Cc: Financial policy
Subject: RE: Buying gifts [SEC=OFFICIAL]

OFFICIAL

Hi s 22(1)(a)(ii)

From a financial policy point of view I cannot see a reason why alcohol would be ruled out as a gift.

The SVP guidance does however highlight cultural sensitivity and knowing what would be most appropriate for your visitor in the conditions under which the visit was conducted.

Alcohol does not represent a permanent reminder of a visit but may be appropriate for promoting Australian Regional produce of the area visited such as Tasmanian Gin, Corowa Whisky, South Australian or Hunter wines. You should be fully aware of the way that the gift will be received by the dignitary and the symbolism encapsulated and whether their culture regards alcohol as a gift of respect. It is increasingly likely that the individual may not consume alcohol.

You should consider that a visiting dignitary would have similar Code of Conduct regarding the receiving of gifts as we do although some cultures may value the respect associated with a well considered gift. Your gift should be carefully considered within the context of their visit and should consider the guidance offered by Attachment A to the Special Visits Program.

How would you feel about the receiving the gift that was to be offered as a reminder of the visit program?

I hope that this helps your deliberation.

s 22(1)(a)(ii)

Policy Coordinator
Budget and Policy Branch (BGB) | Finance Division (FND)
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From: GSG Hub s 22(1)(a)(ii) @dfat.gov.au>
Sent: Wednesday, 18 May 2022 11:04 AM
To: Financial policy s 22(1)(a)(ii) @dfat.gov.au>
Cc: GSG Hub s 22(1)(a)(ii) @dfat.gov.au>
Subject: Buying gifts [SEC=OFFICIAL]

OFFICIAL

Hi Fin Policy

I have received a question from a colleague regarding the purchase of alcohol as a gift for a visiting dignitary. I haven't been able to find anything on the intranet that specifically says it is not allowed. I can see that the maximum limit for a gift is \$70, but it doesn't specifically say that the gift cannot be alcohol.

Grateful your advice on whether alcohol can be purchased as a gift for a visiting dignitary.

Kind Regards

s 22(1)(a)(ii)

GSG Corporate Services Hub

Department of Foreign Affairs and Trade

P: s 22(1)(a)(ii)

www.dfat.gov.au