

1. Title: Lodgement of International Parcels Over 500gsm Policy

2. Scope: This Policy sets out the processes applicable for the sending of & recording of documentation of International Parcel packages over the weight of 500gsm.

3. Objectives:

3.1 To ensure consistent processing of International Parcels through the Mailrooms across the University.

3.2 Recording & filing of Customs Documentation relating to mailing of International Parcels.

3.3 All International Parcels over 500gsm, must be lodged with the relevant Campus Mailroom with appropriate completed Customs Declaration Forms &/or "Printed Paper Only" labels.

4. Policies: This Policy should be read in conjunction with:

- Department of Transport & Regional Services guidelines
- Australia Post guidelines
- "Regular International Customer" Status Agreement

5. Overview:

5.1 Following recent world events, the Department of Transport & Regional Services has issued security guidelines that requires all International Parcels over 500gsm be lodged with a form of photo identification.

International Parcels over 500gsm, lodged without identification will be subject to security related delays.

International Parcels **under** 500gsm are not subject to this Policy.

5.2 To ensure that University International Parcels are not subject to these security delays, the University will apply for & will be afforded the status of "Regular International Customer". To achieve this status, the University will provide photo identification of one staff member, whose identification will be used for all International Parcels over 500gsm University wide.

5.3 Australia Post have advised that International Parcels **500gsm to 5kg** that contain **only printed papers DO NOT require any Customs Declaration**. The parcel must be endorsed with a "Printed Papers Only" label. **Printed papers include printed documents in the form of brochures, pamphlets, books & lecture notes etc.**

Parcels containing CD's &/or Diskettes along with printed matter are NOT classified as Printed Paper Only Parcels & must have the appropriate Customs Declaration completed.

Initial supply to Faculties / Divisions of "Printed Papers Only" labels will be supplied by Campus Mailrooms, after which Faculties / Divisions will be responsible for their own supply. Australia Post have indicated that "Printed Paper Only" labels can be printed on the envelope, as a label or handwritten.

International Parcels above 5kg containing "Printed Papers" require the completion of Customs Declaration Form C231 as well as the appropriate "Printed Papers Only" label.

5.4 The University will be responsible for recording & filing of documentation of all International Parcels over 500gsm other than those International Parcels weighing between 500gsm & 5kg labelled as "Printed Papers Only", so that should a parcel come under a security check, the University can provide the appropriate Authority with the sender's details.

6. Procedure: **6.1** Faculties & Divisions **must** complete the relevant Customs Declaration Form &/or attach the "Printed Papers Only" label when lodging an International Parcel over 500gsm through the University mail system. Failure to provide the appropriate form / label will result in the International Parcel being returned to the Faculty / Division.

6.2 Customs Declaration Forms & Labels can be summarised as:

a. 500gsm to 5kg	Label	Printed Paper
b. Above 5kg	Label & C231	Printed Paper
c. 500gsm to 2kg	Form CN22	Uninsured <u>&</u> with a value under \$500
d. 2kg to 20kg	Form C231	Uninsured <u>or</u> with a value above \$500
e. 2kg to 20kg	Form C233	All Insured parcels <u>except</u> EMS Int Courier.

It is therefore appropriate that Faculties & Divisions have a supply of Customs Declaration Forms CN22, C231 & "Printed Paper Only" labels held within their offices.

Additional quantities of these Forms, Labels & Form C233 maybe ordered by contacting their Campus Mailroom.

6.3 Due to the requirement that the relevant Customs Declaration Form be completed based on the weight of the International Parcel, Faculties & Divisions that require a set of scales will be issued with this equipment from the Mailroom at no cost. Should the scales require replacement, the Faculty or Division will be responsible for the replacement cost. Purchase of equipment maybe made by contacting the Campus Purchasing Office.

6.4 Upon completing the appropriate Customs Declaration, the Faculty / Division will attach the Declaration Form to the Parcel & **will not** remove any of the multiple copies contained with the Declaration. The parcel will then be lodged with the relevant Campus Mailroom.

6.5 Upon collection, by University Mail Staff, the parcel will be processed as per standard procedure with postage costs being assigned by the Australia Post MailManager software & allocated against the Faculty / Division's nominated Budget.

6.6 University Mail Staff upon completing mail charges, will remove the "**sender's copy**" of the Customs Declaration & **file** in an appropriately marked folder held at the Mailroom. This

will permit an easy paper trail of any Customs Declaration / International Parcel passing through a University Mailroom should an appropriate Authority require documentation & identification of sender.

6.7 "ID VERIFIED" stickers will only be attached by Australia Post Personnel to CSU International Parcels lodged through a University Mailroom.

7. Exemption: The only permitted exemption to this Policy, is the Learning Materials Centre (LMC). LMC currently use an abbreviated Customs Declaration on all overseas parcels & as materials are sent in a plastic satchel with LMC details printed on the satchel, no further documentation is required. LMC will be responsible for any record keeping of parcels dispatched from the LMC complex. LMC will be responsible for attaching "Printed Papers Only" labels as required.

8. Responsibility:

The Division of Financial Services:

- Collection & processing of International Parcel packages.
- Filing of Customs Declaration Form documentation.
- Returning to sender of International Parcels lodged without appropriate Customs Declaration Form &/or Labels.

Faculties / Divisions:

- Weighing of International Parcel.
- Completion of appropriate Customs Declaration Form.
- Attachment of "Printed Papers Only" labels where applicable to International Parcels weighing 500gsm to 5kg.

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10. Approved By: Finance Managers Group, 26/2/03

11. Implementation: By 1st April 2003

Flow Chart for Processing International Parcels

