

Gifts and donations

We've received an offer of donation of food/goods for staff – do we need to declare it?

Yes, all donations over the value of \$50 must be registered in our gift and benefits register, and managed by the CALHN Logistics team to ensure fair distribution amongst staff.

This will also allow CALHN to record where the donations are coming from so we are able to thank the person/s or organisation.

Upon receipt of a gift or an offer of a gift with a value greater than \$50 which is COVID-19 related the matter must be documented and emailed to HealthCALHNOCEOCorrespondence@sa.gov.au with COVID-19 donation in the subject line with the following information:

- Name of recipient, position and business unit
- Date of gift/ benefit received
- Description of the gift/ benefit
- Estimated value (\$)
- Name of donor
- Reason for accepting the gift/ benefit

The OCEO Admin Team will receive the email, record the detail in the CALHN Gifts and Benefits Register and forward the detail of the offer to the CALHN.NICC@sa.gov.au.

The offer will be considered by the COVID-19 CALHN Logistics Team in line with OWI04706 and communication will be made direct with the person/group offering the gift/benefit.

If accepted, the subsequent receipt and distribution of offered items will be managed by the COVID-19 Logistics Team and documented.

If rejected the Logistics Team will communicate this back to the person/group offering the gift/benefit and this will be documented.

The OCEO Admin Team will be advised via email of the decision relating to each and every gift/benefit offer and the CALHN Gift and Benefits Register will be updated accordingly

Supporting material 3.1 OWI-04706 – Available on the CALHN Intranet
<http://intapps5.sahealth.sa.gov.au/ccms>