

Rotary

Australian Districts



**ROTARY AUSTRALIA
WORLD COMMUNITY
SERVICE**

**Rotary Australia World Community Service
Limited**

(ABN: 37 739 341 003)

**OPERATIONS
GUIDELINES**

for

**IN-KIND DONATIONS &
EQUIPMENT REPURPOSING
ACTIVITY**

TABLE OF CONTENTS

Item	Page
SECTION 1:	
1. Introduction.....	2
2. Purpose	2
3. Objectives.....	3
4. Strategic Overview.....	3
5. Operations Teams	4
5.1 Team Members	4
5.2 Role Statements.....	4
5.3 Regional Managers.....	4
5.4 Administration Coordinators	5
5.5 Equipment Coordinators	5
5.6 Assistants	5
6. Distribution Centres	5
6.1 Inventory.....	5
7. Volunteer Safety& Training	5
7.1 Volunteers Information Sheets	6
7.2 Volunteers Sign-in/Sign out Book	6
7.3 Personal Protective Equipment.....	6
7.4 Working Alone	6
7.5 First Aid	6
7.6 Emergency procedures.....	6
8. Fire Protection	7
9. Electrical Tools & Equipment	7
10. Forklift Operators Guidelines.....	7
11. Equipment & Vehicle Operation	7
12. Pharmaceuticals.....	7
13. Dangerous Goods/Hazardous Materials.....	8
14. Container/Goods Despatch Applications.....	8
15. Container Records.....	8
16. Cartage Loading & Shipping.....	8
16.1 Loading & Packing Containers	8
16.2 Packaging	8
16.3 Electrical Items	9
16.4 Educational Books, Equipment/Materials	9
16.5 Vehicles.....	9
16.6 Hospital Equipment.....	9
17. Indemnity	10
18. Acceptable Equipment	10
19. Unacceptable Equipment	10
SECTION 2:	
20. Marketing, Promotions, & Public Relations	11
21. Sponsorships & Partnerships	11
22. Appendices	11

SECTION 1:

1. INTRODUCTION

Providing in-kind donations and the repurposing of equipment to areas of need is significant to Rotary Australia World Community Service Limited (RAWCS) and include Donations in Kind (DIK), Health & Education Equipment Repurposing Activity (HEERA), MediShare and other projects of charitable giving in which, instead of giving money to buy needed goods and services, the goods and services themselves are given. Some types of in-kind donations are appropriate, but others are not.

Examples of in-kind donations include goods like health & medical and educational equipment & stationary, clothing and building materials. Performance of services, such as building an orphanage, hospital or school or offering administrative support, may also be counted as in-kind donations.

RAWCS standing as a charitable organisation is obligated to comply with the Australian Charities & Not For Profit Commission (ACNC) and the Australian Taxation Office (ATO) regulations. In-kind donations & equipment repurposing projects of RAWCS are required to operate in accordance with, and to adhere to RAWCS policies & procedures. It is mandatory for Rotary Clubs, Districts and Regions working under the umbrella of RAWCS to adhere to the policies as outlined in the Compliance Policy when compiling their own Site-Specific Operations Policies.

It is also a requirement when compiling 'Site-Specific Operations Policies', to comply with the relevant Australian Federal, State and Territories laws, policies, and regulations as legislated and operations committee members are accountable to these regulations to the lowest level.

This Operations Guidelines provides a planned and cohesive national approach for managing facilities. Implementing these guidelines and being in accordance with relevant State and Territories legislation will enable RAWCS in-kind and equipment repurposing activities to carry out operations more effectively in distributing goods and equipment. The intention is that they will drive best practice planning and positive change in the management of donated goods to strengthen community recovery and resilience.

2. PURPOSE

The purpose of the activities is to assist Australasian Rotary Clubs and other humanitarian organisations to access redundant 'end of life' health and educational equipment and to sort, package and transport these items to communities locally, nationally and internationally. This aid must be effective for the long term, be sustainable, enhance people lives and give Rotarians satisfaction for their efforts.

The purpose of this document is to:

- inform all members of the roles and tasks performed by various committee members and individuals.
- inform committee members and individuals of the responsibilities associated with those roles and tasks, and
- inform all members of the purpose, objectives, obligations and responsibilities of the activities.

This document is not prescriptive. It is the responsibility of each regional facility to establish 'Site Specific Operations Policies' as applicable to their region. Unless it is inconsistent with RAWCS policies & procedures, constitution, bylaws, or Australian Federal, State and Territories laws, policies, and regulations as legislated, managers, during their term of office, may initiate additional, or dispense with a committee role, responsibility or task, as they think fit.

3. OBJECTIVES

The objectives are:

To receive equipment from Australian, medical and health institutions, educational institutions, from Rotary Clubs and other organisations for distribution to developing countries and other areas of need.

To receive requests for equipment from Rotary Clubs, Rotary Districts and other aid organisations in Australia and Rotary Clubs, Rotary Districts and other aid organisations in developing countries and other areas of need.

To ensure good governance.

To maintain records, facilitate customs declarations and shipping and transport arrangements.

Maintain a liaison with Rotary Clubs, Rotary Districts and other aid organisations in Australia and recipient countries and other areas of need to minimise problems that may occur.

To ensure that equipment is dispatched in an appropriate manner.

To ensure that the quality of equipment dispatched is in line with areas of focus being health and education.

To maintain logistics and manage the most cost-effective transport and shipping arrangements.

4. STRATEGIC OVERVIEW

RAWCS is seen by the outside world as the face of Rotary in Action. The rapid growth of RAWCS and its activities is such that it is the largest Rotary activity in Australia providing knowledge and support to Clubs and Rotarians and getting people involved.

The company is nationally focused and self-funding, administration is centralised operating within a national accounting and project registration and online donation systems. The company is fully compliant with its legislative obligations and with the objects of Rotary International.

Governments, the public, public and private ancillary funds and the corporate sector monitor how and what RAWCS does. The Company reports regularly to the Regulators and makes submissions to Government in support of its tax deductibility status.

In-kind donations & equipment repurposing is a key activity area for RAWCS as it engages with Rotarians and community members nationally enabling millions of dollars' worth of goods to be placed where they are needed.

The distribution centres are the temporary repository for equipment to enable containers to be packed and dispatched. The centres ensure suitability of goods and provide space for volunteers to sort materials and equipment in preparation for transportation.

5. OPERATIONS TEAMS

The operations teams are responsible to manage the in-kind donations & equipment repurposing centers on behalf of the organisation.

5.1. Team Members

- Regional Manager
- Assistant Regional Manager
- Administration Coordinator
- Assistant Administration Coordinator
- Equipment Coordinator
- Assistant Equipment Coordinator
- A team of regular volunteers is recommended

5.2. Role Statements

Roles and responsibilities of team members are defined as follows; a member may hold more than one position according to the size of the centre.

5.3. Regional Managers

A regional manager is charged with managing resources, whether financial, material or personnel (volunteers). A manager is responsible for decisions regarding those resources and have insight into the broader operations of the activity, and they ensure the activity is aligned with the strategy of RAWCS, the company as a whole.

Management of the overall project involves the following duties:

- Reviewing requests for services, equipment, projects and shipping
- Ensure the centre is maintained in good order and in a safe working environment
- Ensuring authenticity of requests for assistance
- Workplace Health & Safety Policy (WH&S) compliance
- Be conversant with Australian and recipient nations customs and shipping regulations

- Attend RAWCS Regional meetings
- Provide reporting as required by Regional & National teams
- Promote the activity to Clubs, Districts and others

Note: The regional managers need not necessarily be on site at all times and may seek support from other team members when required.

5.4. Administration Coordinator

An administration coordinator is an important position that supports the success of the activity and is needed in order for it to function successfully. Whereas a regional manager is concerned with getting things done, an administrator looks at how these things are done.

Administration of the overall project involves the following duties:

- Container registration
- Donations and payments through RAWCS accounting
- Shipping documentation
- Inventory

5.5. Equipment Coordinators

The equipment coordinator supports and maintains the efficient operation of the activity. This role includes a combination of administrative tasks and service delivery activities that promote the resources available and ensures the smooth and efficient operation of the activity. The equipment coordinator will have a clear understanding of the aims and objectives of RAWCS and the activity.

The position involves the following duties:

- Manage deliveries and storage of goods and equipment
- Responsible for goods and equipment
- Responsibility and control of goods and equipment in accordance with policy
- Manage loading/packing container and other shipments

5.6. Assistants

- The role of the assistants is to support the team member and carry out their duties as required.

6. DISTRIBUTION CENTRES

The centres are warehouses used by the in-kind donations & equipment repurposing activities to store equipment for distribution. It is usually leased by RAWCS and it is preferable to be located with good access to freight and shipping terminals. ([Refer to Appendix A for Distribution Centres](#))

6.1. Inventory

- It is advisable that an inventory is kept of all equipment/goods in and out of the centres.

7. VOLUNTEER SAFETY & TRAINING

To ensure that all work at the centres is carried out in a safe manner; all volunteers should receive formal induction training.

- Training should be carried out by a member of the operations team prior to the volunteer commencing on site
- For recommended content of this training ([Refer to Appendix B for Volunteers Briefing Notes](#))

7.1. Volunteers Information Sheets

- To comply with Insurance and WH&S policies and in the case of emergencies if applicable an information sheet should be completed by volunteers and kept on file. ([Refer to Appendix C for Volunteer Information Sheet](#))

7.2. Volunteers Sign in/Sign out Book

- To comply with Insurance and WH&S policies, before commencing work at the centre each volunteer should sign in and sign out when leaving ([Refer to Appendix D for Sign in Sheet](#))

7.3. Personal Protective Equipment

Personal protective equipment (PPE) is clothing, or anything used or worn by the operations team and volunteers to minimise risk to their health or safety.

It is recommended that the centre holds stock items of a range of sizes including;

- High visibility vests
- Gloves
- Sunscreen
- Hats or caps

7.4. Working Alone

- Except for administration duties, the operations team members or volunteers should not work alone in the centres.

7.5. First Aid

- A First Aid Kit should be available and located within the amenities areas and easily identified.
- It is to be checked by an operations teams member at six monthly intervals to ensure that all necessary supplies are in order.
- A qualified holder of a First Aid Certificate should be in attendance when large quantities of equipment are being delivered and sorted and containers are being loaded.

7.6. Emergency Procedures

- Accidents that relate to injury to an operations team member and volunteers should be treated immediately
- Injury of a more serious nature to be taken to Hospital by car or if considered life-threatening call an Ambulance and give medical assistance until it arrives
- An Incident Report should be maintained

Emergency contact information should be displayed throughout the facility ([Refer to Appendix E for Emergency Contact Information](#))

8. FIRE PROTECTION

If fire is of a serious nature and threat, call the Fire Brigade immediately

Fire safety is an important responsibility for managing the centres. To ensure the safety of building or site occupants, it is vital that an adequate fire protection solution is in place and that sufficient fire safety training is provided to building occupants.

Fire safety equipment and fire extinguishers should be on hand, regularly serviced and located throughout the centres. If the premises are leased this may be the responsibility of the landlord.

Whilst having an appropriate fire protection solution is essential, its impact will be limited if building occupants don't know how to respond in the event of an emergency. Operations team members should be aware of how to use the portable fire protection equipment on site and how to effectively evacuate in the event of an emergency.

Together with the Building Code of Australia, Australian Standards provide best practice advice on fire safety.

9. ELECTRICAL TOOLS & EQUIPMENT

Electrical tools & equipment used in the centres should be tested and have valid safety tags. This should be carried out by a licenced contractor or qualified person. Some items will require this annually, the contractor will advise on this requirement.

10. FORKLIFTS

Persons operating forklifts should be familiar with their operating instructions and hold relevant licences if applicable.

Forklifts should be regularly maintained by a qualified person in accordance with manufacturer's recommendations.

11. EQUIPMENT & VEHICLE OPERATION

All equipment and vehicles are to be maintained in accordance with manufactures recommendations.

- Vehicles should not be driven by unlicensed or under aged persons.

12. PHARMACEUTICALS

The importing and exporting of pharmaceuticals are very heavily regulated under the Australian guidelines for drug donations to developing countries. RAWCS policy is **not** to give consideration to the exporting pharmaceuticals and drugs.

13.DANGEROUS GOODS/HAZARDOUS MATERIALS

Goods that are considered dangerous should not be stored or distributed from the centres. Substances classified as a Hazardous Material can be identified by the Hazardous Material label attached to the substance container.

14.CONTAINER/GOODS DESPATCH APPLICATIONS

If an application has been made for shipping containers it is important to request information and details prior to consideration being given and despatching a container. (Refer to Appendix F for Container/Goods Application)

15.CONTAINER RECORDS

It is important that records of container movements are maintained. In addition to the centres own records, RAWCS provides an on-line registration facility. Template available at: (www.rawcs.org.au – Donations in Kind)

It is a misbelief that responsibility ceases once the container has been packed and consigned. Shipping and logistics companies will expect compensation for loss or non-return of containers, and the Shipper, the legal owner of the goods will be held responsible. Without proper reporting and tracking, entities at the receiving end could experience difficulties in the clearance of containers through customs and port authorities and could be burdened with demurrage and storage charges. Charges may also be expected with the abandonment or non-return of containers.

16.CARTAGE, LOADING & SHIPPING

Loading containers and preparing goods for shipping is ultimately the responsibility of the operations teams.

The following guidelines set out general requirements to minimise difficulties in transport and clearance by customs and port authorities and to maintain the quality of the equipment shipped.

16.1. Loading & Packing Containers

- Is a specialised operation and requires a team of people with at least one experienced person to ensure that equipment arrives at its destination in good condition.
- Exact details and inventory of goods in the container are required for the Bill of Lading. Care must be taken that this information is correct.

16.2. Packaging

- It should be assumed that all goods will receive rough handling, all packaging should be strong and tied or taped
- Where appropriate, cartons should be waterproof
- Wherever possible, cartons and contents should be of such a size and weight that they can easily be handled by one person

- Where an item has to be broken down for transport, all items should be clearly marked so that they are easily identified
- If goods are palletised, pallets must be of an international standard
- It is recommended that all packages/cartons be clearly labelled indicating the item and the donor (Rotary Club or Rotary District).

16.3. Electrical Items

Prior to shipment of electrical or electronic equipment, confirmation needs to be sought from the receiving entity that the recipient of the equipment has the technical skills required to install, maintain and operate the equipment.

The following guidelines are recommended:

- Electrical or electronic equipment should be checked and if necessary serviced by a qualified person. Only equipment in good condition that has the operational manuals attached should be dispatched and any equipment that is damaged and likely to fail should be discarded.
- Prior to shipment the equipment should be packed in such a way so as to avoid damage during transport.
- Ensure that the required licenses and permits are in place in accordance with the appropriate legislation for the storage and handling. Most states and territories within Australia require a license for the storage, handling and disposal of x-ray equipment.

16.4. Educational Equipment, Books & Materials

The following guidelines are recommended in the collection, sorting, packing and dispatching of educational equipment, books & materials.

- All items must have an obvious useful life left
- Books must be complete, in good condition and free of graffiti
- Books should be sorted into like categories, packed and sealed into cartons and the cartons labelled with the contents
- Cartons should be sturdy and of a size that can be easily handled by one person
- Prior to dispatching confirmation needs to be sought from the receiving entity that the items are acceptable to the recipient.

16.5. Vehicles

There are strict guidelines for preparing vehicles for transportation and to be followed rigorously.

- Vehicles are to be drained of petrol and oils
- Vehicles are to be blocked and secured within the containers

Refer to guidelines of the shipping and logistics companies for further information.

16.6. Hospital Equipment

Hospitals in most developing countries urgently require basic equipment. Supplying unserviceable equipment to these hospitals is unacceptable.

The following should help to guarantee that the equipment supplied through in-kind donations & equipment repurposing centres is serviceable and acceptable.

- Any Rotary entity planning to send hospital equipment should be familiar with the **“WHO Guidelines for Health Care Equipment Donations”**
- Although the equipment has reached ‘end of life’ in Australia all items must be serviceable and have an obvious useful life left

- All equipment must be complete and in good working order

A copy of the “**WHO Guidelines for Health Care Equipment Donations**” can be found online: (http://www.who.int/medical_devices/publications/en/Donation_Guidelines.pdf)

17.INDEMNITY

Indemnity provides security or protection against a financial liability; it guards or secures against anticipated loss and gives security against potential future damage or liability. It is not uncommon for a donor of equipment to require RAWCS activities to indemnify them against such liability.

RAWCS also must protect itself against such liability. When providing donated equipment, it is a requirement for the recipient to indemnify RAWCS against such liability and to sign an indemnity. Such indemnity is a requirement of RAWCS insurers. (Refer to Appendix G for recommended indemnity document)

18.ACCEPTABLE EQUIPMENT

Goods for distribution by in-kind donations & equipment repurposing centres must be in good condition and have a useful life expectancy. (Refer to Appendix H for Acceptable Equipment Guidelines)

Note: All Bio-technical and highly sophisticated equipment with electronics, including X-ray Machines, Defibrillators, Anaesthetic Machines, Incubators & Blood Pressure monitors for example, must have been checked by a qualified person, have instruction manuals, parts available and have a life expectancy of at least five years. ***It is important to ascertain from recipients if trained personnel and technicians are available to use and maintain such items.***

19.UNACCEPTABLE EQUIPMENT

Disposal of goods and equipment that in-kind donations & equipment repurposing centres cannot use cost money.

Range of equipment/goods not required

The following range of equipment/goods is in breach of Department of Foreign Affairs and Trade regulations and must not be accepted.

Foreign countries also have strict guidelines and regulations, and these should be referred to in accordance with their requirements, e.g. Clothing may not be exported to developing nations as it may be considered to undermine the local economy.

- Severely damaged goods
- Damaged Hospital beds
- Damaged or dirty hospital mattresses
- Damaged wheelchairs
- Goods that are irreparable
- Hazardous goods

- Radioactive goods
- Pharmaceuticals
- Household furniture, lounge suites, beds, tables etc.
- Office furniture
- Oil or solvent based paints
- Aged Computers – e.g. Five years or older
- Televisions
- Video Recorders/VHS
- Overhead projectors
- Books – other than educational

SECTION 2:

20.MARKETING, PROMOTIONS & PUBLIC RELATIONS

RAWCS recognises the complexity of issues and the range of people and organisations that it is required to communicate with. There are a vast number of communities that rely on the generous work of Australian Rotary volunteers to deliver humanitarian aid to improve their way of life. RAWCS seeks ways to acknowledge these volunteers and to publicise this vital work and encourages others to provide financial assistance to support their efforts. Communications must be professional and targeted.

RAWCS has set guidelines in relation to promotions and in the use of the Rotary brand. Team members are responsible for maintaining all marketing and communications for in-kind donations & equipment repurposing centres in accordance with these policies and branding requirements of Rotary International.

21.SPONSORSHIPS & PARTNERSHIPS

In-kind donations & equipment repurposing operations teams are encouraged to advocate sponsorships and partnerships in providing costs for shipping of containers and local and interstate cartage and donations of acceptable used or end of life equipment and goods.

22.APPENDICES (Examples Only)

Appendix A	Distribution Centres (Ideal requirements)
Appendix B	Volunteer Briefing Notes
Appendix C	Volunteer Information Sheet
Appendix D	Volunteer Sign-in/Sign out Sheet
Appendix E	Emergency Contact Information
Appendix F	Container/Goods Despatch Applications
Appendix G	Indemnity Document

Appendix A:

Distribution Centres (Ideal requirements)

Site Access:

- Within metropolitan area – with access to shipping, dock or intermodal
- Access from sealed road suitable for large trucks
- Single use site
- Sealed road and warehouse aprons for loading/turnaround to accommodate 4/5 containers
- Level apron for container loading
- Loading dock if raised warehouse floor

Security:

- Security fenced
- Not adjacent high security risk areas
- Security patrol or alarm service if possible

Building:

- Weatherproof lockable warehouse building 1500 – 2000 sq. m floor area
- 2000 sq. m hardstand area under cover
- Insulated roof
- Concrete floor
- Enclosed office and meeting room – air-conditioned
- Other separate secure rooms
- Appropriate exits for normal and emergency egress
- Toilet facilities including disabled
- Kitchen facilities
- Meeting room to accommodate 20/30 people
- Electric and natural lighting
- Essential services installed (exit signs, fire hoses/hydrants/sprinklers)
- High roller door entrance (forklift/truck accessibility)
- Electric roller door with manual override

Services:

- Mains 240v power
- Appropriate power points throughout building
- Water supply – internal and external
- Hot water service
- Sewerage service
- Internet availability

Infrastructure:

- Computer equipment
- Photocopier

- Telephone
- TV & DVD/Video facilities
- Tea/coffee facilities
- Fridge/cool water
- BBQ facilities
- Racking for storage

Equipment:

- Forklift
- Shrink Wrap machine
- Strapping machine
- Pallet Jacks
- Weighing machine

Other:

- Low rent costs
- Low council rates/other site costs

Appendix B:

Note: These are sample notes only, centres are encouraged to establish their own notes as applicable.

VOLUNTEER BRIEFING NOTES

All Volunteers are required to read the following prior to commencing work.

Due to the safety requirements in the work environment, Rotary Australia World Community Service Limited requires that all volunteers at In-kind donations & equipment repurposing centres must be aware of the following:

- This is a work environment and it is your responsibility to be dressed appropriately including covered footwear and suitable protective clothing.
- Gloves are to be worn; they are available for your use; ask if you need them.
- Be careful how you lift goods and equipment; ask someone to help you.
- Electric Pallet lifters may be in operation. Be aware of their movements and keep out of their way. You are not allowed to drive the Electric Pallet Lifter unless authorized by the supervisor of today's activity
- Electric Pallet Lift driver is to be briefed on specific location for particular items. Use only standard pallets on pallet rack and be sure they are positioned on the rack correctly.
- Non-standard pallets are to be placed on the floor, never on the rack.
- Pallets are to be packed so that goods are contained within the pallet, if necessary the goods will require a plastic wrap if placed above floor level. All Pallets to be kept clear of walkways.
- If moving a pallet with a hand truck watch for other volunteers and proceed with caution. If the floor is uneven, assistance may be required on the sloping or uneven surfaces.
- Walkways are to be kept clear. Keep goods away from designated walking areas.
- If packing a container, ask for advice from volunteers who have experience and can assist with providing direction. Experience is required when packing a container.
- Office/Amenities area for refreshments is situated in the front of the facility.
- Toilets and a shower are located in the Office/Amenities area.
- First Aid kit is situated in Office/Amenities area.
- Fire Extinguishers and a Fire Hose are situated opposite the roller shutter.
- Be very aware and considerate of other volunteers working within the centre.
- Please work safely and enjoy the day.

Please complete the 'Volunteer Information Sheet' on the reverse, sign the attendance book, *and thank you for volunteering.*

Appendix C:

Note: This sheet is a sample only, centres are encouraged to establish their own sheet if and as applicable.

VOLUNTEER INFORMATION SHEET

Prior to working at In-kind Donations & Equipment Repurposing distribution centres, all volunteers must provide the following information and complete formal Safety Induction Training which will be conducted by a centre representative. Each volunteer will only be required to complete this training annually.

Date:

Volunteer's Name:

Contact: P: M: E:

Address:
.....

Volunteer's Rotary Club: (If Rotarian)

Or:
Organisation.....

Contact Person details in Case of Emergency:
Name:.....Phone No:Mob No:

Signatures:
Volunteer: Date.....

Centre representative:
..... Date.....

Note: All information supplied in this sheet will be confidential and only used in case of a medical emergency or accident. Certain information will be used for statistical purposes by Rotary Australia World Community Service Limited management.

EMERGENCY CONTACT FORMATION

(The following information is to be in at least three prominent positions throughout the centre including, near the First Aid box and in the amenities rooms).

Ambulance000

Hospital

Fire Brigade000

Police000

Contact Details of Supervisor:

Name.....

Phone Mobile

Email

Alternate contact:

Name.....

Phone.....

Email.....

Appendix F:

Note: This application is a sample only, centres are encouraged to establish their own application as applicable.

CONTAINER/GOODS DESPATCH APPLICATION

The following information is required to facilitate approval of this application.

Funding Project No.....

Consignor / Sender:

Name of Club/Organisation.....

Contact Name.....

Address.....

.....

Phone..... Email.....

Port/Place of Discharge.....Proposed final destination.....

Has the recipient provided a list of requested items/equipment? Yes / No

Contents of container: ***Please attach list of required items/equipment***

From where will contents of the container be sourced? (RAWCS centres / Others)

.....

Proposed dates for loading/packing.....

Approx. how many volunteers can you provide to assist in loading/packing.....?

Consignee / Receiver:

Name of Club/Organisation.....

Contact Name.....

Address.....

.....

Phone..... Mobile..... Email.....

Notifying Party in recipient country:

Name..... Phone No..... Mobile.....

Email.....

Please note: A quotation will be provided on approval of this application. If accepted, payment must be submitted four (4) weeks prior to confirmation of dates for container loading.

Please return to Regional Supervisor:

Name/Email/Mobile

Appendix G:

(Insert Letterhead)

INDEMNITY

Further to an organisation’s request for the donation of redundant bio medical equipment, medical consumables, general medical equipment and education equipment and consumables. *(Insert Activity)*, an activity of Rotary Australia World Community Service Limited is able to offer such items.

By signing this document, the organisation agrees to take possession of the equipment/goods in its current condition and *(Insert Activity)* will not be responsible for any defect/s. Upon signature of acceptance of these conditions a mutual agreement is negotiated in order for the equipment/goods to be collected.

(Insert signature)
(Insert name & title)
(Insert Activity)

“The RECIPIENT by accepting the equipment/goods releases and indemnifies *(Insert Activity)* against all actions, suits, claims, liabilities or demands whatsoever arising out of or in connection with the acceptance of the equipment/goods by the RECIPIENT or by the subsequent use of the equipment/goods by any third party.”

In lieu of “RECIPIENT” the name of the recipient is to be substituted.

.....

Name of Recipient

Organisation

.....

Signature

.....

Date

ACCEPTABLE EQUIPMENT AND THEIR SUITABILITY (Guidelines)

Focus:

To repurpose equipment to support Health, Wellbeing, Education and Literacy in developing nations and other areas of need.

Electronic Equipment:

To ensure usefulness any equipment with electronics needs to be less than 15 years old and has been certified as functional and tagged by a qualified person. Equipment must have instruction manuals, available spare parts and a life expectancy of at least 5 years. Old and unsupported technology is not acceptable.

Perishable Equipment:

Wheelchairs, upholstered goods, crutches, and any other goods with perishable fittings, brakes etc. must be complete and in a good, safe, clean condition.

Use by Date:

To ensure usefulness refer to the **“Use by/Expiry Date”**. All consumables must be within at least six (6) months expiry and sanitised goods must be in unopened, sealed packaging.

Unsuitable Equipment:

Equipment that does not comply with Australian and / or overseas recipient country laws, or does not meet the required Rotary Australia World Community Service Limited standards will not be accepted.

All shipped items have to be requested by the recipient country and must be for sustainable developmental aid or relief.

If you wish to donate please contact Regional Manager to ensure that the items you wish to donate are of value.

Regional Manager’s contact:

Name: E: M:

ACCEPTABLE ITEMS

(This list is not all inclusive)

Health & Wellbeing – Medical Equipment and Supplies

- Anaesthetic Equipment
 - Autoclaves & CSD Equipment
 - Audiology Equipment
 - Bedside Tables
 - Cribs
 - Commodes
 - Crutches
 - Consumables
 - Dental
 - Hospital
 - Paediatric
 - Dental Chairs & Consoles
 - Dental Handpieces
 - Dental X-Ray Machines & Accessories
 - Examination Tables
 - Examination Lights
 - Hospital Beds
 - Humidicribs
 - Incubators
 - Linen
 - Mattresses
 - Obstetrics Equipment
 - Over Bed Tables
 - Orthopaedic Equipment
 - Optical Equipment
 - Other Special Equipment
 - Operating Tables
 - Patient Lifters & Accessories
 - Patient Monitors
 - Shower Chairs
 - Surgical Equipment
 - Trolleys
 - General
 - Medication
 - Patient
 - Respirators
 - Ultrasound Machines
 - Walkers & Walking Frames
 - Walking Sticks
 - Wheelchairs
 - X-Ray Machines & Accessories
-

Education

- Computers
 - Desktop
 - Laptops
 - Tablets
 - Desks & Chairs
 - Filing Cabinets
 - Readers – Early learning
 - Readers – Primary School
 - School Stationary
 - School Craft Supplies
 - Sporting Equipment
 - Tables
 - Whiteboards
-

Vocational Development

- Farming Equipment (Large)
- Farming Equipment (Small)
- Metal Working Hand Tools
- Metal Working Power Tools
- Sewing Machines/Overlockers
- Sewing Accessories
- Woodworking Hand Tools
- Woodworking Power Tools