# Mick Bennett Make-It Space (MBMIS) Donations Policy

## 1. PURPOSE OR OBJECTIVE

The Mick Bennett Make-It Space (MBMIS) welcomes donations of suitable materials and equipment for the benefit of our members and the wider community. This policy seeks to inform and guide potential donors in regard to what items and materials the MBMIS can accept and how the donation approval process is conducted.

## 2. DEFINITIONS

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| **Donation** | Any goods including equipment or materials which are offered to the MBMIS either by way of formal offer, donation or informally accepted at the discretion of a Shire of Dardanup Officer. |
| **Offer of Donation** | A formal offer of donation, submitted via the Offer of Donation Form and including details of Donor, the item(s) being donated and any specific projects, usage or conditions regarding the donated item(s). |
| **Acceptance of Donation** | A formal acceptance of donation to the Donor from the Shire of Dardanup. |
| **Equipment** | Any tools or accessories which are not classified as consumables and have re-use capabilities. All equipment will be considered to have a lifespan in accordance with waste and asset disposal policies. |
| **Electrical equipment** | Any equipment which requires connection to 240V mains power supply. |
| **Hazardous materials** | Any substance or item that can pose a risk to health and safety of a person or the environment. Risks include chemical, physical and radiological harm which can be brought about the presence, usage or corrosion of the material. |
| **Materials** | Any items or consumables which have a single use function or may be used to create other items on MBMIS equipment. |

## 3. POLICY STATEMENT

The Mick Bennett Make-It Space gratefully accepts donations of equipment and materials for utilisation in the Space and recognises the valuable contribution that all donors and supporters make to the MBMIS community.

### Informal acceptance of Donations

The Mick Bennett Make-It Space allows for informal acceptance of donations at the discretion of a Shire of Dardanup Officer. The Officer will consider factors such as compatibility, usability, value of item(s) and donor requirements when accepting or declining informal offers of donations. The Officer may recommend the donor complete an Offer of Donation for formal consideration by the Shire of Dardanup.

**Conditions for evaluating an Offer of Donation**

To ensure we deliver a high quality, consistent and safe operating environment the following general conditions apply when assessing an Offer of Donation:

- All equipment and materials offered must be in excellent condition, clean and without damage or extensive wear.
- MBMIS is **unable to accept** any equipment or hazardous materials that deemed as posing a potential risk to the health and safety of users of the MBMIS. Examples include but are not limited to:
    - Electrical items with any signs of damage or wear, especially on or around power connections.
    - Equipment that is not fully functional or requires modification or repair of any kind.
    - Hazardous Materials that pose risk to health and safety that cannot be suitably mitigated or eliminated.
    - Materials which are prohibited for use on MBMIS equipment, including materials that are highly flammable or release toxic gases.
    - Materials which are not suitable or compatible with MBMIS equipment.
- If electrical equipment is accepted, there may be a delay in provision of this equipment whilst it passes required safety checks such as testing and tagging.
- All materials must be supplied in a usable quantity allowing for utilisation in multiple projects by multiple users. Small quantities of materials that cannot be used beyond a single project will not be accepted.
- Equipment and materials and/or combinations thereof that comprise unfinished or incomplete projects may not be accepted.

**Guide to compatible materials**

- PLA or PLA+ 3D printing filament, 1.75mm in 1kg rolls only.
- Vinyl not exceeding 300mm in width, including adhesive and heat transfer vinyl compatible with Cricut Maker.
- Timber panels of good quality, consistent thickness and not of composite construction. Panel dimensions can not exceed 900mm L x 600mm W x 50mm D.
- Approved Material lists are available alongside all specialised MBMIS equipment as a guide for users and donors.

**Right of transfer of donated equipment and materials**

The Mick Bennett Make-It Space reserves the right to utilise all or any donated items and equipment in MBMIS facilitated workshops and community projects. Donors acknowledge that participation in these workshops and projects may result in participants acquiring donated equipment and materials by way of participation in these activities.

**Right to Decline Donations**

The Shire of Dardanup reserves the right to decline any offer of donation, subject to, but not limited to the conditions stated within this policy.

**Donor Recognition**

The Mick Bennett Make-It Space would like to acknowledge all valuable contributions from our supporters and community. Please complete the Donation acknowledgement section of the Offer of Donation Form if you would like public recognition for your donation.

**To submit an Offer of Donation**

- Email make-it-space@dardanup.wa.gov.au with a description of what you would like to donate. An Offer of Donation form will then be emailed to you.
- Return the completed form to make-it-space@dardanup.wa.gov.au.
- All Offers of Donation will receive a formal response from a Shire of Dardanup Officer.