



Declutter Campaign, Preparing for 4PSQ

Information Pack for Valentine Ave and Station Street



Planning,
Industry &
Environment



Why Declutter?

Current state



There is a large amount of furniture, assets, fixtures and fittings that cannot be relocated to 4PSQ from our metro offices.

This surplus furniture needs to be removed from these sites.



What needs to be done

- Remove surplus items through either re-use, recycling or disposal (see Page 3 for details)
- Change management - declutter activities will also assist staff with changes needed to move to a new way of working in 4PSQ (moving away from a fixed desk model)



The Disposal Process

The planned disposal of surplus assets is:

1. Catalogue all surplus assets for either allocation to future projects or allocation to Regional sites
2. Auction items if condition of asset is permissible
3. Donate to charity if cannot be sold
4. Recycle if there is no requirement from charities
5. If we cannot achieve any of the above it will be disposed of in the most environmentally friendly process allowable



Declutter Plan of action

Move Crew are asked to set aside an hour every week for team decluttering sessions. Choose an area to focus on for each session. The table below sets out a suggested approach to help you get started.

Week 1-3	Week 4-6	Week 7-9	Week 10-12	Final Week
<p>Identify and cull obvious items around your workspace eg</p> <ul style="list-style-type: none">• Obvious recyclables such as e-waste and Cardboard boxes• Obsolete items• Equipment that no longer works• Empty and obsolete printer cartridges• Broken furniture• Rubbish	<p>Set aside time as a team to review items in central storage eg storerooms and compactus</p> <ul style="list-style-type: none">• Cull orphan items (ie no known owner)• Contact owners of residual items (ie those left behind by a relocated individual or team) and ask them to come and review their items• Identify items that are surplus to current or immediately foreseeable needs, unserviceable or beyond economical repair, technologically obsolete and/or operationally inefficient• Use a sticker system to indicate items to be kept vs discarded	<p>Set aside time as a team or nominate an individual to review items in team storage eg tambours, cupboards and filing cabinets</p> <ul style="list-style-type: none">• Cull orphan and residual items	<p>Make time to sort through and cull items at your work point</p> <ul style="list-style-type: none">• Allow sufficient time to clear your workpoint , don't leave it to the last minute• Personal items that don't fit in your individual workspace should not be stored in the office and should be taken home eg large collections of reference materials, books etc	<ul style="list-style-type: none">• Please don't refill empty storage. Lock it and organise a red sticker to indicate this can be moved off the floor. Please notify a member of your movecrew so as we can arrange to remove• Please don't remove the audit sticker as the empty data needs to be tracked in the next audit.



What goes in what Bins

Paper/ Cardboard Recycling

- External Publications
- Brochures
- Junk Mail
- Old Reference materials which are not records
- Cardboard
- Empty Manilla Folders

Secure Paper Destruction

- Printed copies of electronic documents without annotations
- Print-outs from systems that can be re-generated any time
- Papers from internal meetings
- Paper stationery with previous agency names, logos, addresses, etc

Secure Media Destruction

- Compact Discs
- Videos
- Audio Tapes
- Film (includes projector Slides)
- Computer tapes & Disks
- Microfilm & X-Ray Film
- Small Electrical Products
- Facsimilie Data Rolls
- Plastic Folders

Stationery

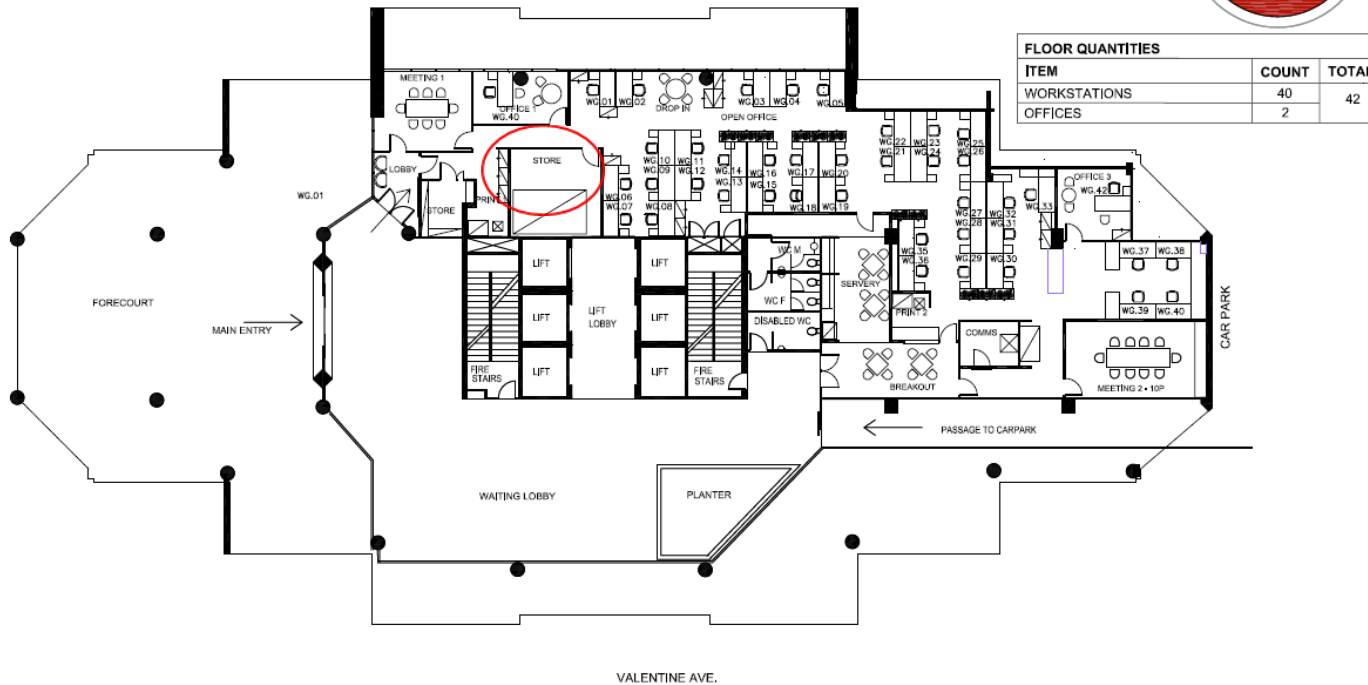
All stationery that can be re-used will be placed in the crates and re-used in 4PSQ


Toner Cartridge Recycling

- Toner Cartridges

Bin Locations – Valentine Ave Ground Floor

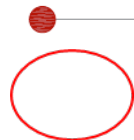
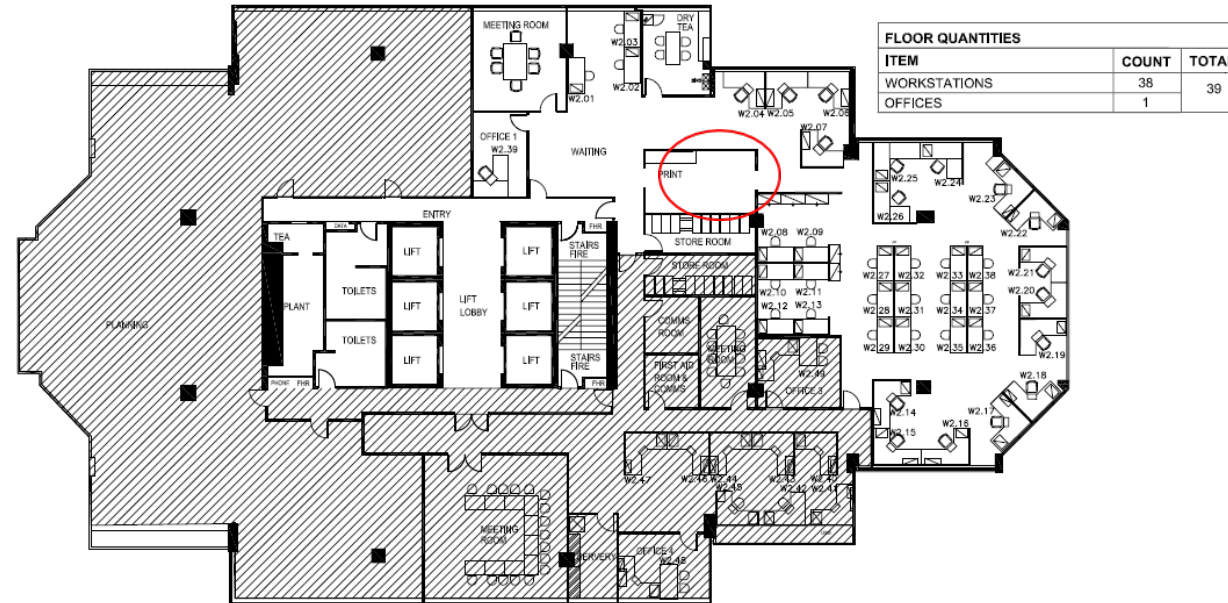
GROUND - General Floor Layout



 Bin Locations

Bin Locations – Valentine Ave Level 2

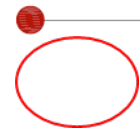
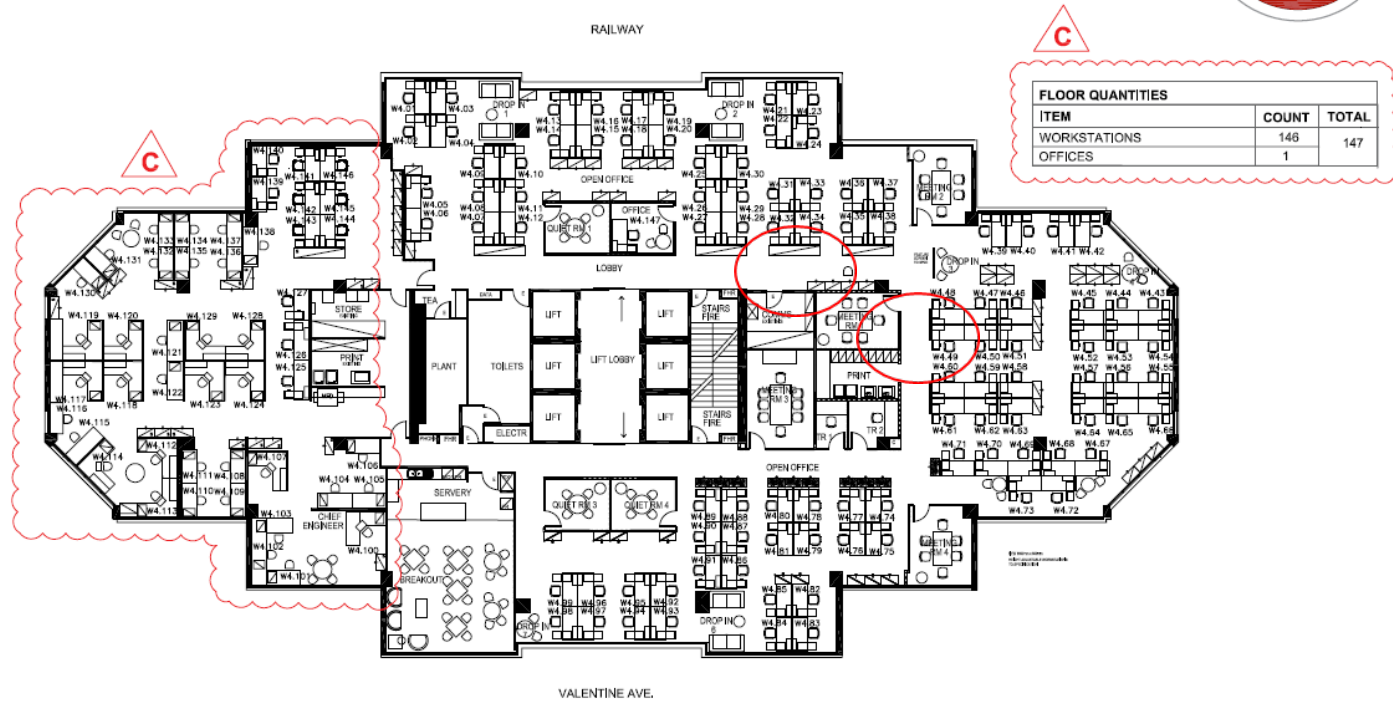
LEVEL 2 - General Floor Layout



Bin Locations

Bin Locations – Valentine Ave Level 4

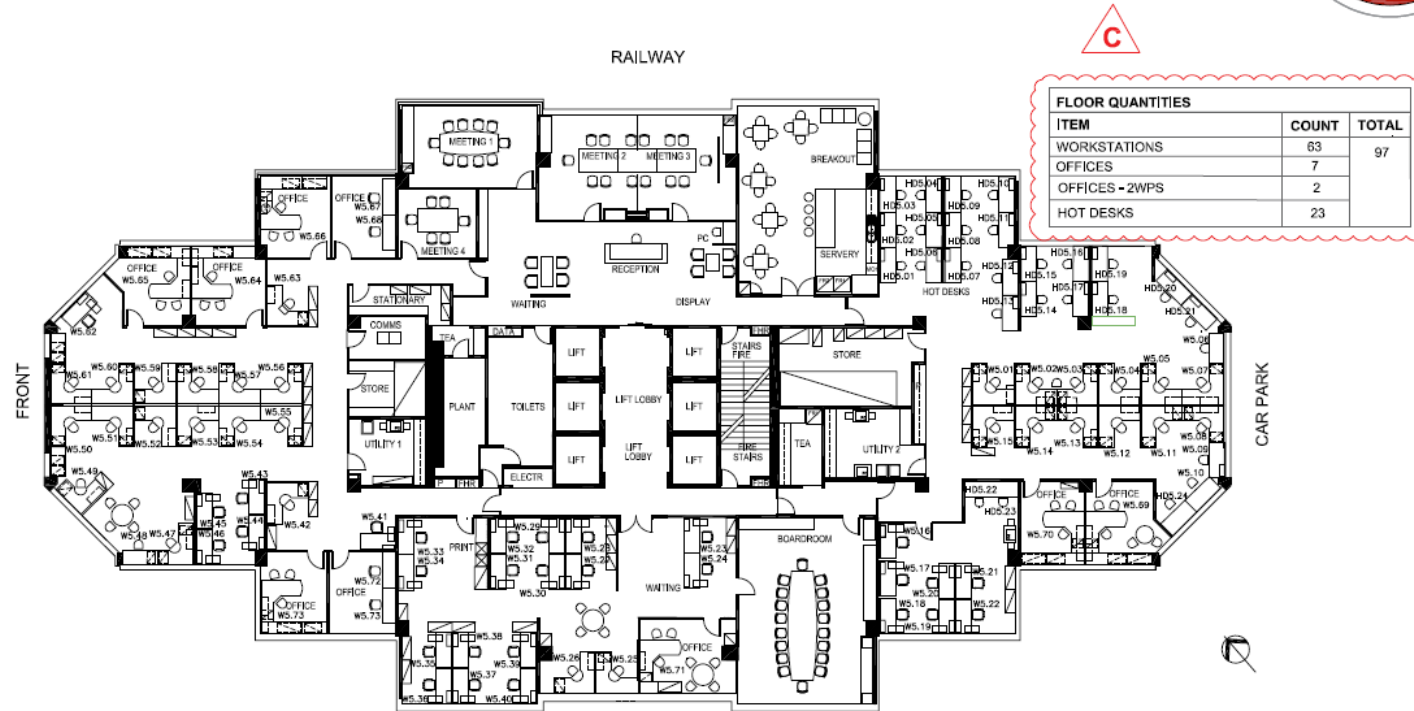
LEVEL 4 - General Floor Layout



Bin Locations

Bin Locations – Valentine Ave Level 5

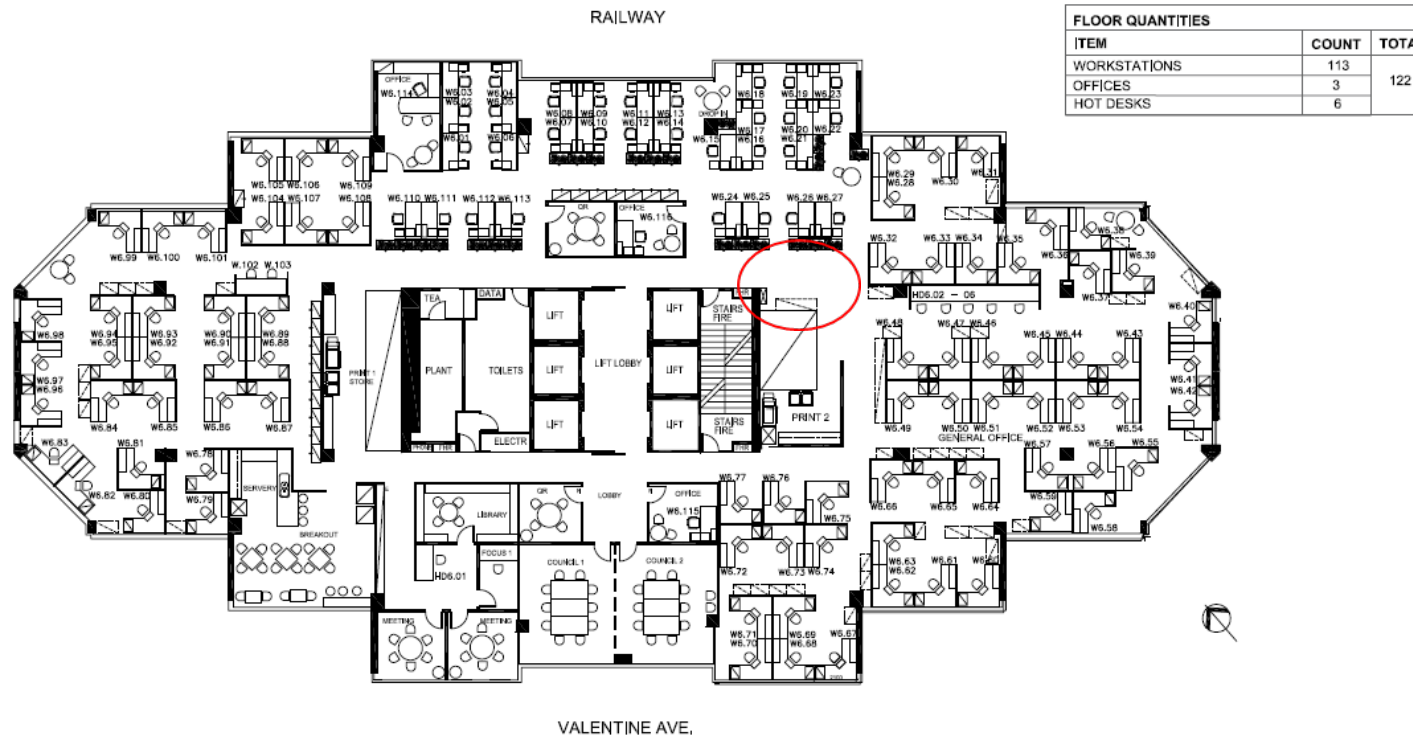
LEVEL 5 - General Floor Layout



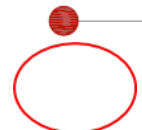
Bin Locations

Bin Locations – Valentine Ave Level 6

LEVEL 6 - General Floor Layout



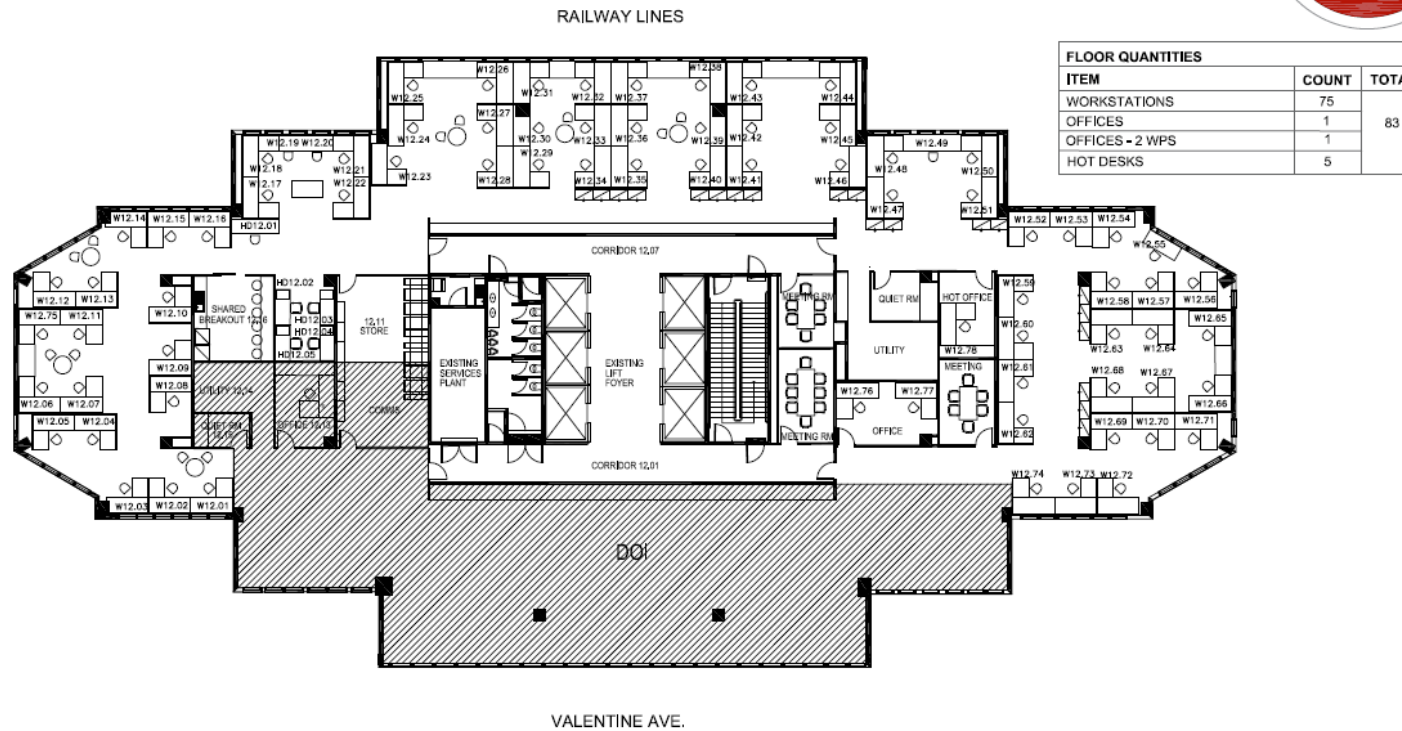
FLOOR QUANTITIES		
ITEM	COUNT	TOTAL
WORKSTATIONS	113	122
OFFICES	3	
HOT DESKS	6	



Bin Locations

Bin Locations – Valentine Ave Level 12

LEVEL 12 - General Floor Layout

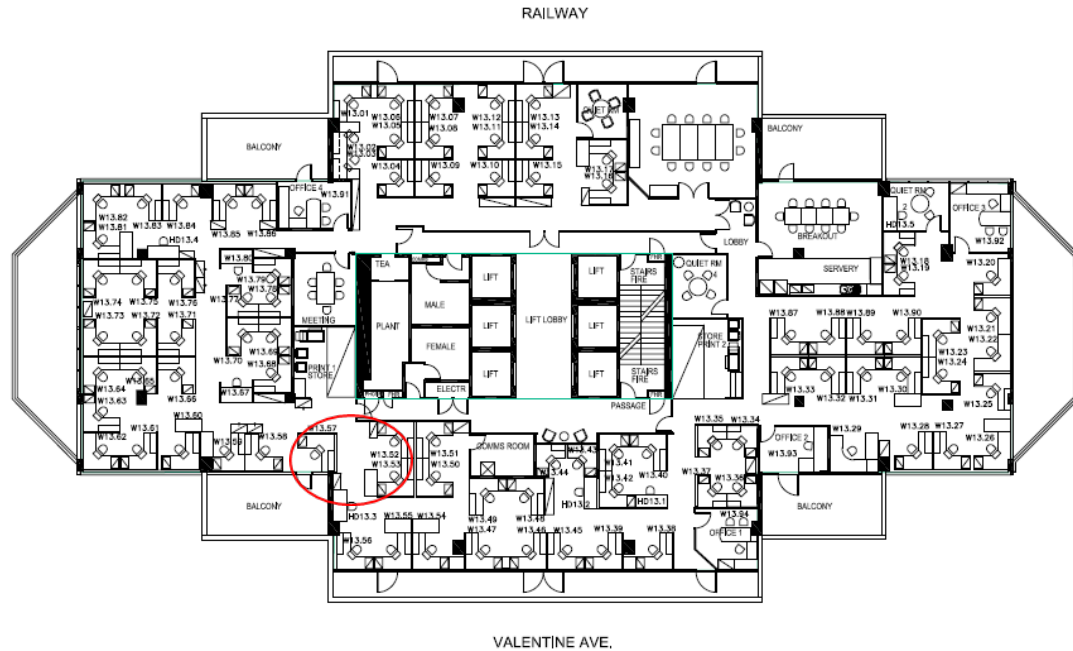


FLOOR QUANTITIES		
ITEM	COUNT	TOTAL
WORKSTATIONS	75	83
OFFICES	1	
OFFICES - 2 WPS	1	
HOT DESKS	5	

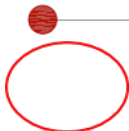


Bin Locations – Valentine Ave Level 13

LEVEL 13 - General Floor Layout



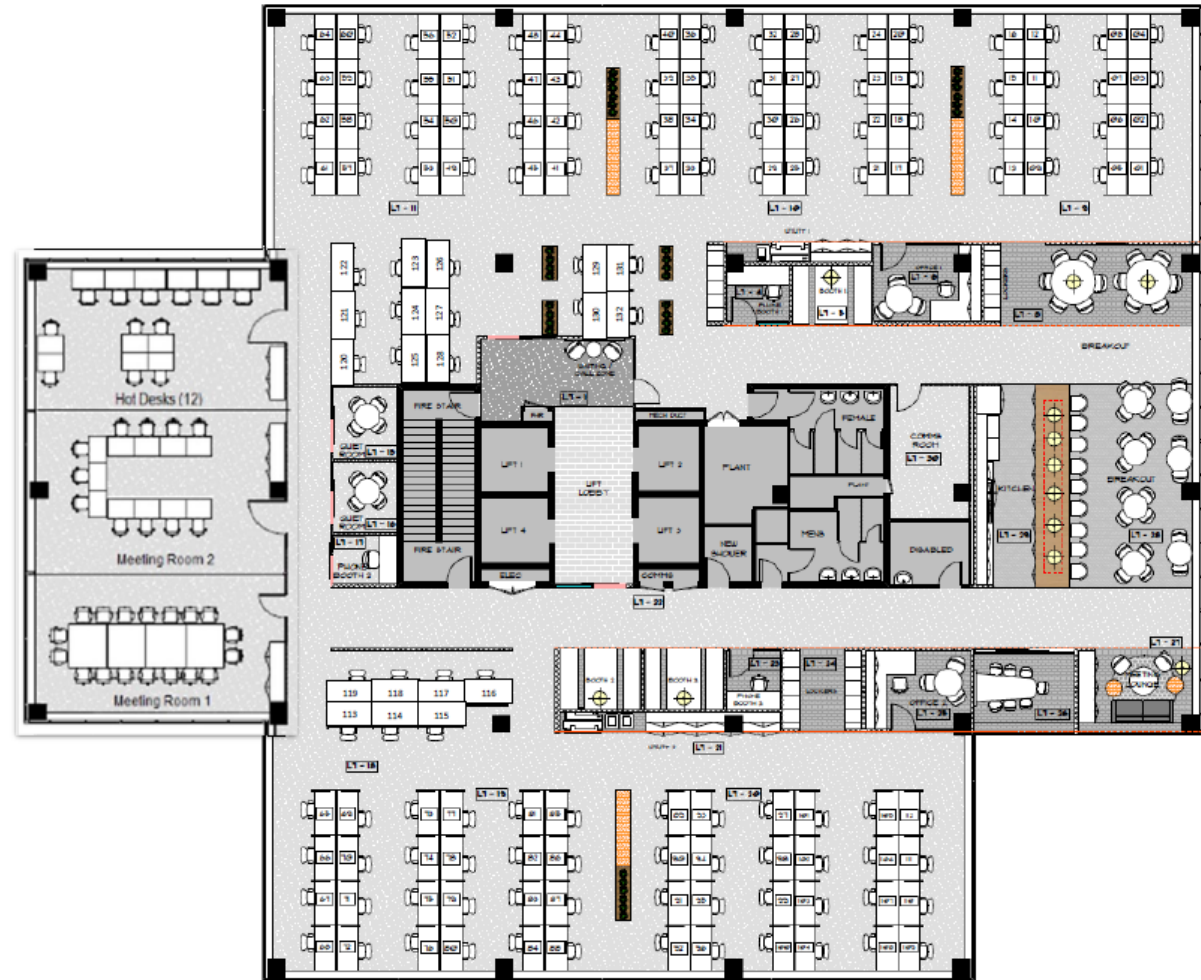
FLOOR QUANTITIES		
ITEM	COUNT	TOTAL
WORKSTATIONS	90	99
OFFICES	4	
HOT DESKS	5	



Bin Locations

Bin Locations
– Station
Street
Level 7

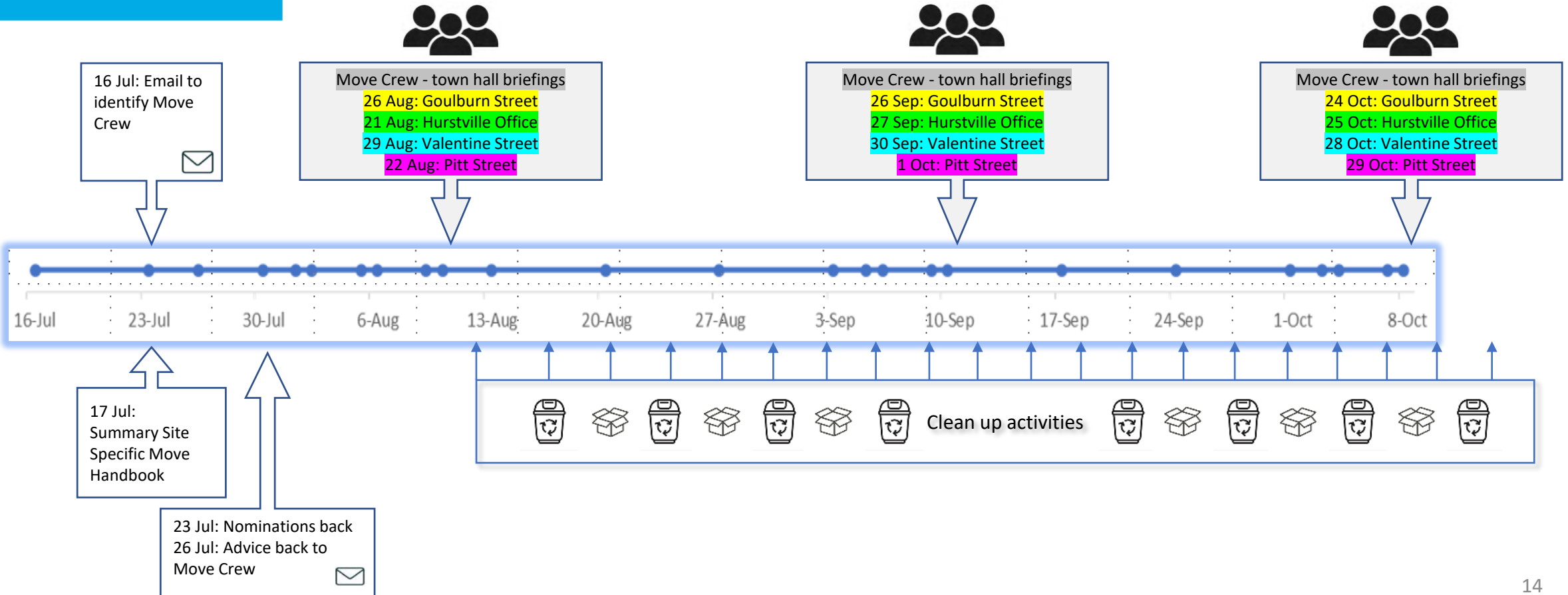
Level 7 / 56 Station Street. Parramatta.



Bin Locations



Move Crew Timeline





Move Crew Contact List

If you have any questions or wish to notify us of any items that need to be removed, please contact any of the following

Mark Patruno – Project Manager Workplace Operations

Mark.Patruno@planning.nsw.gov.au

Caleb Losh – Project Support Officer

Caleb.Losh@environment.nsw.gov.au

Hurstville:

Rosemary Maharaj

Rosemary.Maharaj@environment.nsw.gov.au

Valentine Ave:

Grant Christensen

Grant.Christensen@environment.nsw.gov.au

CBD Sites:

Aileen Lin

Aileen.Lin@environment.nsw.gov.au



FAQ's

Frequently asked questions that have been asked will be published here on a regular basis. Please feel free to browse the ones relevant to you.

Where can we store certain office items such as marketing material in 4 PSQ?

There is limited team storage so you should keep this in mind while you declutter and decisions will need to be made on what to keep is business essential. There are Tambour cupboards located within your Village/Neighbourhood that will be allocated for the team use.

How much storage is going to be available?

Storage will be on a needs basis. This will be worked out by the Workplace Services Team. If you feel your team has oversized items which need to be addressed please let Mark Patruno know so it can be logged with the Logistics/ Relocations team