



# It's time to Clear your Clutter

In preparation for your move into the new department, now is the time to declutter and clean up your workspaces.

## Some questions to consider:

- What do I never use?
- What do I no longer need?
- What is broken?
- What are my assets?
- What bins do I need?

For additional general, recyclable and confidential waste, please request the appropriate bin from General Services on 8738 6444.

## Important:

## Think before you throw

Prior to throwing away any of your clutter, please read the below policies (available on the staff intranet) to ensure you are following the right processes under the *NSW State Records Act 1998*.

- [Employee-Related Documents](#)
- [Physical Corporate and District Records](#)
- [Items for Disposal Form](#)

Must be completed and returned by 26 January to [SWSLHD-LHAP@health.nsw.gov.au](mailto:SWSLHD-LHAP@health.nsw.gov.au)

- Includes any chairs, desks and clinical equipment for disposal.
- Complete the [Asset Disposal Form](#) for any items are valued over \$10,000.
- [Disposal of IT](#) equipment including broken unbroken printers, telephones and computers. Note: All IT equipment must come to IT Support for reallocation or disposal. For any Liverpool IT support contact 8738 3935.