Operational Control

Aim

This procedure describes the Operational Process used by the Organisation.

Scope
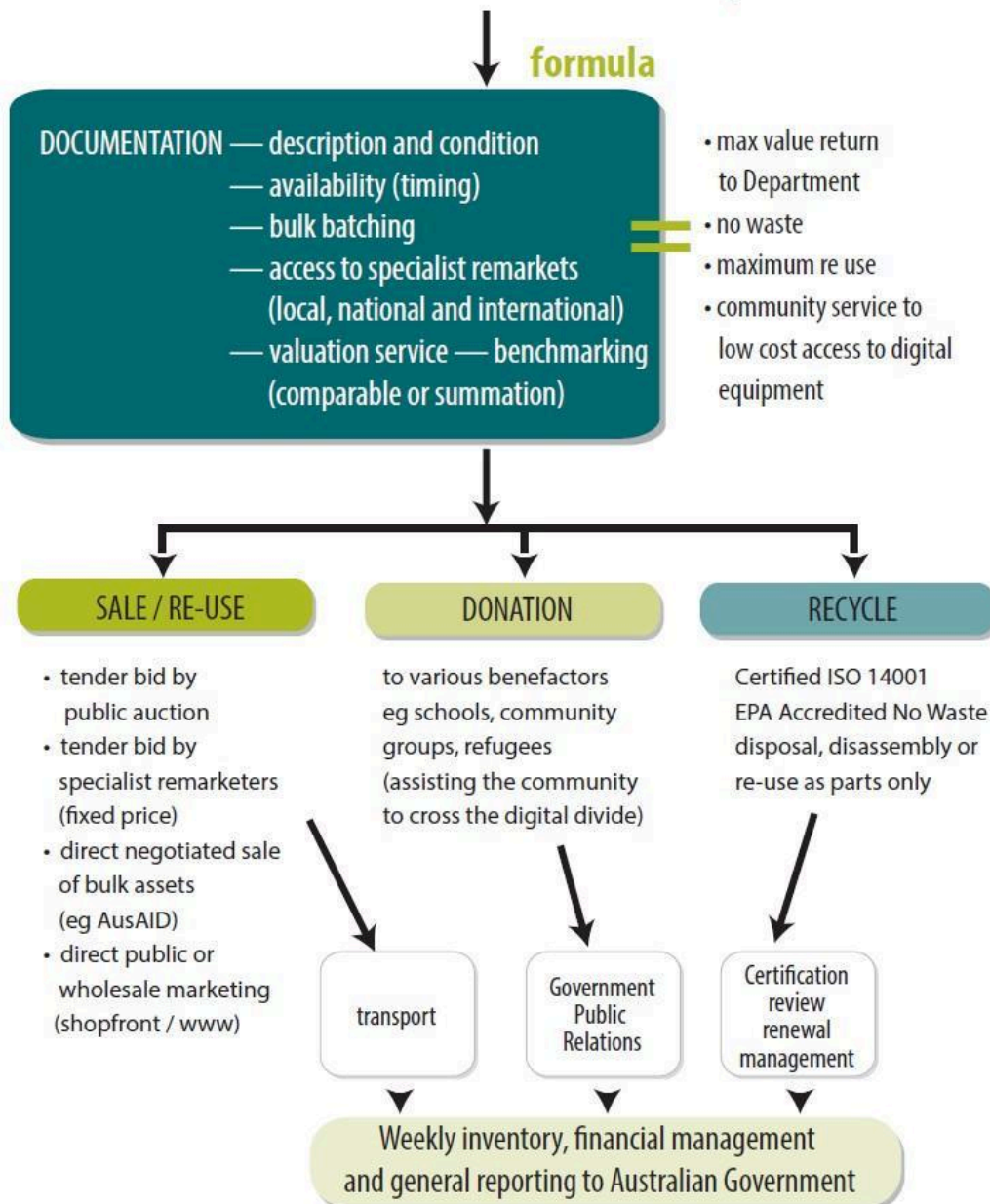
This process applies to all assets disposed of by the Organisation.

Method

Best Practice NO WASTE Asset Disposal Process

Maximum value return, maximum reuse and safe!

Australian Government + Reuse-Recycle IT

formula

DOCUMENTATION — description and condition
— availability (timing)
— bulk batching
— access to specialist remarkets (local, national and international)
— valuation service — benchmarking (comparable or summation)

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• max value return to Department
• no waste
• maximum re use
• community service to low cost access to digital equipment

SALE / RE-USE

• tender bid by public auction
• tender bid by specialist remarketers (fixed price)
• direct negotiated sale of bulk assets (eg AusAID)
• direct public or wholesale marketing (shopfront / www)

DONATION

to various benefactors eg schools, community groups, refugees (assisting the community to cross the digital divide)

RECYCLE

Certified ISO 14001 EPA Accredited No Waste disposal, disassembly or re-use as parts only

transport

Government Public Relations

Certification review renewal management

Weekly inventory, financial management and general reporting to Australian Government

Transport

Transport between collection points and shipping consolidation points is managed using approved transport suppliers. Backloads are managed in accordance with Environmental Action Plans to minimise/eliminate CO2e emissions.

In the event that empty backloads are unavailable at a specific time, returns are stored until such time as empty backloads are available.

Records

The following records are generated/maintained:

1. Disposal Report
2. Media Destruction Certificate

Records shall be retained consistent with Document & Records Management