


<b>POLICY NAME</b>	 Disposal of Information and Communications Technology (ICT) Assets – Including Software, Data and Hardware
Date Adopted	28 May 2025
Resolution Number	75/25
Policy Custodian	Manager Finance and Technology
Policy Development Officer	IT Support Officer
Review Date	May 2028 (3 years from resolution date)
Relevant Legislation	<i>Protection of the Environment Operations Act 1997 (POEO Act)</i> <i>Recycling and Waste Reduction Act 2020</i> <i>Local Government Act 1993</i> Local Government Code of Accounting Practice and Financial Reporting
Related Documents	N/A

## POLICY OBJECTIVES

The objective of this policy is to provide direction for the disposal of Information Communication Technology (ICT) assets.

Proper disposal of ICT equipment is essential to protect sensitive information, reduce environmental impact and ensure compliance with relevant laws and regulations.

## POLICY SCOPE

The Policy applies to all Councillors, staff and contractors who have access to and are responsible for the disposal of ICT assets including software, data and hardware within the Tenterfield Shire Council.

## POLICY STATEMENT

From time to time, Council has ICT assets including software applications, software application licenses, and equipment that are either obsolete, uneconomic to repair, or surplus to requirements. These surplus assets may be disposed of within the terms of this policy.

A. ICT assets are:

- a. Assets such as computer/communications hardware, computer accessories, and wholly owned software.
- B. This policy shall apply to ICT assets which are:
  - a. uneconomic to repair,
  - b. surplus to current or future requirements, or
  - c. obsolete.
- C. Wherever possible items selected for disposal shall be sold by way of public competition e.g., auction, public sale or quotation. Where goods are sold by auction and items have a significant value (expected sale price greater than \$2,000) a reserve price shall be set by the General Manager or their delegate.
- D. Any item of significant value disposed of by a method other than public competition shall be reported to Council. The report is to include details of the item, purchaser, and price.
- E. All items are to be sold on an 'as is where is' basis with Council accepting no responsibility for any faults or error of description.

### **Before Disposal:**

- All data is backed up,
- Utilise data shredding software to ensure data is securely removed from storage media (meeting all government and other established standards for data sanitisation),
- Devices are de-identified – i.e., removal of identifying labels/markings,
- All personal/business information is removed,
- Details are to be provided to the finance section to update the asset register with:
  - Asset details,
  - Date of disposal,
  - Written down value, and
  - Sale price.

### **Consider Recycling or Donating**

Instead of throwing the hardware away, Council will explore options like recycling it at an electronic waste centre or donating to a charity or community centre.

### **POLICY DEFINITIONS**

Asset Register	Register maintained by the Council that records the details, description, value, depreciation and written down value of the asset
Information Communication Technology (ICT) assets	<ul style="list-style-type: none"> <li>• Computers and devices used to store, process and receive data, including desktop computers, laptops, monitors and docking stations,</li> <li>• Mobile phones and tablet devices,</li> <li>• Televisions,</li> <li>• Software.</li> </ul>

## VERSION CONTROL AND CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
New	28/05/25	75/25	IT Support Officer	New Policy and Procedure.