

Responsible Directorate	Corporate Services
Responsible Business Unit/s	Corporate Information Services
Responsible Officer	Manager Information Communications and Technology
Affected Business Unit/s	All

Objective

This policy determines the guidelines for the disposal of Information and Communication Technology assets.

Scope

This policy is relevant to all business units and provides an equitable and efficient approach for staff and “*Not for Profit Groups or Organisations*” expressing an interest in purchasing surplus Information and Communication Technology assets.

Policy

Principle

Information and Communication Technology (ICT) assets may be re-used within the City or disposed by any of the following methods:

- Donating to “*Not for Profit Groups or Organisations*” that operate for the benefit of the community.
- Through the City of Stirling Balcatta Recycling and Waste Transfer Station.
- In the absence of an item not being disposed, the Chief Executive Officer has the sole discretion to dispose of the item through an approved disposal and recycling contractor.
- The City retains the right to indemnify itself from any redress.
- Re-use of the asset within the City must be done so by securely wiping the asset before re-issuing it to a different staff member.
- Sold to City of Stirling staff through a process that allows reasonable opportunity for all staff to participate.

Software Licence Limitations

- All disposed ICT assets will only have the original operating system installed.
- All assets are to be disposed of on an “as is” basis. In the case of laptops and desktops, ALL hard disk devices (HDD) will be removed and destroyed if beyond economic life, otherwise retained by CIS for reuse.
- All solid state devices (SSDs) are to be recovered from City of Stirling assets identified for disposal for wiping and reuse.
- No technical support is to be provided by City of Stirling staff to engage in the installation or maintenance of the item disposed of.
- All assets that are re-used must be re-built with Group Policies enabled.

Definitions

Assets include personal computers, laptop computers and printers.

Not for Profit Groups or Organisations refers to a Charity that is established and run to advance or promote a charitable purpose recognised by the *Charitable Collections Act 1946* and is licensed under the provisions of that Act.

Relevant management practices/documents

National Competition Policy

Delegated Authority Register – “*Disposal of Council Property*”

Legislation/local law requirements

Local Government Act 1995 (Section 3.58)

Office use only

Relevant delegations	Not applicable		
Initial Council adoption	Date 9 April 2013	Resolution #	0413/014
Last reviewed	Date 28 July 2020	Resolution #	0720/023
Next review due	Date 2022		