

Purpose

The purpose of this Policy is to determine the guidelines for the disposal of Information and 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.

Scope

This Policy applies to all Councillors, employees and contractors who have access to, and are responsible for, the disposal of ICT equipment within the Shire of Boddington (Shire). It encompasses the disposal of technology equipment or peripheral devices that are no longer needed within the Shire, including, but not limited to, personal computers, servers, hard drives, laptops, mainframes, smart phones, printers, scanners, portable storage devices, and back-ups.

Definitions

Term	Meaning
Policy	This the Shire of Boddington policy titled "Information Communication Technology Asset Disposal"
ICT Equipment	Refers to any electronic hardware, software or related components for data processing, storage, communication and connectivity.
Data Sanitisation	The process of securely removing all data from ICT Equipment to ensure it cannot be recovered, following established data erasure or destruction procedures.

Policy Statement

All ICT equipment must undergo data sanitisation processes before disposal to ensure the complete removal of sensitive data.

- All data, including files and software, are to be removed from equipment using disk sanitising software that cleans the media overwriting each and every disk sector of the machine.
- Hard drives may be removed and rendered unreadable (drilling, crushing, etc.).

The Officer responsible for ICT equipment, is responsible for managing the disposal process, including data sanitisation. A record of the sanitisation, to document what media has been sanitised, is to be included on the ICT inventory list, as well as a record of all disposal information.

The disposal of ICT equipment should not jeopardise the confidentiality, integrity and availability of any stored data. All relevant laws and regulations, including data protection laws, environmental laws and any other applicable legal requirements, are to be adhered to.

Equipment which is working but has reached the end of its useful life to the Shire, may be made available for donation to a not for profit organisation that operates for the benefit of the community.

Any equipment not in working order is to be disposed of according to current environmental guidelines. Proper disposal channels are to be utilised and whenever feasible, should be recycled or repurposed to reduce environmental impact.

Responsible Officer	Executive Manager Corporate Services
History	Adopted 18 January 2024 (Resolution 17/24)
Delegation	Delegation 1.1.18 – Disposing of Property
Relevant Legislation	Local Government Act 1995 – Section 3.58 Disposing of Property
Related Documentation	