



TATIARA DISTRICT COUNCIL

IT EQUIPMENT DISPOSAL POLICY

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1. INTRODUCTION – DISPOSAL OF SURPLUS IT EQUIPMENT

The Council policy for disposal of equipment that is surplus to the requirements of the Council is as follows:

- 1.1. Equipment that has residual value may be sold, either as part trade-in against new equipment or to an approved dealer, subject to the Council's financial guidelines.
- 1.2. Where equipment has limited resale value, consideration should be given to whether it can be donated to any charitable or community project.
- 1.3. If the equipment cannot be reused, then it should be recycled or disposed of in an environmentally-friendly manner.
- 1.4. The disposal of computer hardware must be recorded in Council's asset register.

To facilitate adherence to the above policy all computer hardware must be disposed of through the IT Services Department.

2. MEANS OF DISPOSAL

To comply with the requirements of the Council's Disposal Policy the following mechanisms have been put in place.

- 1.5. All IT equipment that is no longer being used should be returned to the IT department whose responsibility it is to make sure the equipment is dealt with according to this policy.
- 1.6. Once hardware is returned it will be assessed by the IT department to determine what should be done with it.
- 1.7. If the hardware is still suitable for use by the council it will be prepared and reconfigured for use and then stored until required.
- 1.8. Hardware that is no longer suitable for council's needs but is still in working order will be prepared for and made available for donation.
- 1.9. Hardware to be donated must be securely wiped to remove all council data.
- 1.10. Hardware that is no longer in working order will be handed over to a suitable e-waste collector to be disposed of in a secure and environmentally friendly manner.

3. IMPORTANCE OF DATA AND SOFTWARE REMOVAL

There are a number of considerations to be made when moving or disposing of computer hardware. PCs may have council sensitive data on the hard disk, this must be removed and where appropriate backed up and / or transferred to another PC.

This is to satisfy the requirements of the Data Protection Act and to protect Council from the results of sensitive information being leaked.

All PCs are purchased with an OEM Microsoft Operating System license. This license is tied to the PC that it was supplied with and therefore cannot be retained for use with another PC. The PC can be disposed of with its original license in place but only where the original licensing documentation is available.

Software is purchased and licensed for use within the Council and is therefore not transferable with a PC. All software must be removed from hardware that is being disposed of.

To ensure that these considerations are taken into account all PCs must be disposed of through the IT Department.

4. SELECTION CRITERIA FOR DONATION OF COMPUTERS TO COMMUNITY GROUPS / INDIVIDUALS

Tatiara District Council is a strong proponent of the reduce-reuse-recycle philosophy. Acting on that philosophy, Council will donate surplus computers or peripherals to organisations/individuals that can benefit from the donation. The intent of this program is to maximize the use of surplus computer equipment that can no longer be utilized by Council. In so doing, Council hopes to assist some of the many worthwhile organizations in the Tatiara who can benefit from this surplus. Equipment is to be donated where greatest benefit to the community can be achieved.

Desktop computer equipment that no longer meets Council's minimum operating standards is available for donation. Equipment will be available as full working computers (CPU, Monitor, Mouse, keyboard and power cords) or individual peripherals such as keyboards, monitors, printers etc. The performance of the system and the amount of RAM and HD size will vary by unit. Complete systems will be supplied with an operating system installed but due to licensing consideration no additional software will be provided.

Council **does not** make any guarantees as to the quality or reliability of the equipment and recipients are solely responsible for any support and maintenance of the donated equipment. Council will not accept returns of donated equipment.

Criteria for donations

- Recipient organisations/individuals should reside in the Tatiara District Council area.

- The group requesting must be a 'not for profit' organization.
- If it is a requirement for operation of your program, you must be approved, accredited, or licensed.

The following groups and programs are considered as community services:

- management committees
- volunteer organisations
- non-profit groups and clubs
- community focussed groups or organisations established within the Council, especially for the advancement of avenues of public education, cultural activity or recreation pursuits of the citizens of the Council
- non-profit groups providing adult literacy, job training, self-help, family and youth services, services for the aged and/or disabled, and public counselling and support services
- any other organisation that can demonstrate a benefit to the community (e.g. research activities, health promotion, heritage activities).

Tatiara District Council will not consider donations of computers for:

- Activities taking place outside the Tatiara
- Political or religious organisations
- For-profit organizations

If demand for equipment exceeds the number of available PCs, a waiting list of successful applicants will be compiled and the equipment will be distributed as it becomes available.

5. HOW TO APPLY

The attached application form must be completed addressing the relevant criteria. Further information can be obtained from the council office on phone 08 87521044 or email office@tatiara.sa.gov.au

Assessment of Requests

Whilst requests are assessed on individual merit, Tatiara District Council reserves the right to select projects considering the following:

- Not for profit organisations receive precedence over individuals
- Organisations or initiatives which benefit the most people will be given precedence over applications which only benefit one or a few people
- In consideration of other projects currently in the donations portfolio
- In consideration of donations received by the community organisation

Requests must be received on the attached application form. Completed proposals should be submitted via:

Email

office@tatiara.sa.gov.au

Post

Tatiara District Council
PO Box 346
Bordertown SA 5268

Hand delivered to the Bordertown office

43 Woolshed St
Bordertown SA 5268

Hand delivered to the Keith Office

34 Hender Street
Keith SA 5267

6. AVAILABILITY

- 6.1. The Policy is available to be downloaded, free of charge, from Council's website www.tatiara.sa.gov.au
- 6.2. The Policy will be available for inspection without charge at the Bordertown and Keith Council Offices during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

7. RECORD OF AMENDMENTS

DATE	REVISION NO	REASON FOR AMENDMENT
July 2013	Rev: 00	Draft Copy
13 th August 2013	Rev: 01	Adopted by Council
13 th March 2018	Rev: 02	Adopted by Council (Res #520)



APPLICATION FOR DONATION OF COMPUTERS FOR COMMUNITY GROUPS

Address application to: Director Corporate and Community Services
Tatiara District Council
PO Box 346
Bordertown SA 5268

(Attach details if space insufficient)

Name of Organisation	
Address of Organisation	
Contact Name and Phone Number	
If an organisation, what is the status of your organisation? (if not, record individual)	
Please provide confirmation that your organisation is charitable or not-for-profit.	
Will the activity take place within the Tatiara District?	
Please provide a brief history of the organisation, including the number of members	<i>Please attach details</i>
How is your organisation funded?	
How does the organisation benefit the community? <i>(Include details of sections of the community that will benefit and the specific needs that are addressed.)</i>	

How will you use the computer(s)?	
How many computers do you require and do you require any peripherals?	