Information and Communications Technology (ICT) Asset Disposal Policy

Introduction

The responsible and compliant disposal of Information and Communications Technology (ICT) assets is essential to protect the Shire's information, meet legislative requirements, maintain asset security, and satisfy auditor expectations. This policy establishes clear and consistent rules for ICT asset disposal to ensure transparency, accountability, and data security.

Objective

- Ensure all ICT assets are disposed of in a consistent, secure, and auditable manner.
- Protect the Shire's digital information by mandating secure data sanitisation or destruction.
- Provide transparent processes for reuse, recycling, donation, or sale of ICT assets.
- Ensure compliance with the *Local Government Act 1995* and all relevant subsidiary legislation.
- Satisfy external audit requirements relating to ICT asset management and disposal.

Scope

This policy applies to all ICT assets owned, leased, or otherwise under the control of the Shire, including but not limited to desktop computers, laptops, tablets, servers, networking equipment, printers, storage devices, and peripherals.

It applies to all staff, contractors, consultants, volunteers, and elected members who use or administer ICT assets.

Definitions

Term	Definition
Assets	includes personal computers, laptop computers and printers.
Australian Standard AS 5377:2022	*Management of electrical and electronic equipment for re-use or recycling* outlines the national requirements for the safe, environmentally sound collection, storage, transport, and treatment of e-waste. It provides compliance guidelines designed to maximize material recovery and protect worker health.
ICT Assets	Any hardware device used to create, store, process, or transmit digital information.
Not-for-Profit Groups or Organisations –	A Charity established and run for a charitable purpose recognised by the *Charitable Collections Act 1946* and licensed under that Act.

Term	Definition
Refer to the Corporate Documents Glossary	https://www.toodyay.wa.gov.au/documents/470/corporate-documents-glossary-(definitions)

Policy Statement

The Shire must manage and dispose of ICT assets using secure, transparent, and environmentally responsible processes. All ICT asset disposals will follow the principles and procedures outlined in this policy.

1. Principles

1.1 Disposal of ICT assets

ICT assets may only be disposed of using one of the following approved methods:

(a) Donation to Not-for-Profit Groups or Organisations that operate for the benefit of the community.

(b) Disposal through the Shire's Waste Transfer Station.

(c) Disposal through an approved disposal or recycling contractor, at the discretion of the Chief Executive Officer.

(d) Sale of ICT assets to staff must:

- (i) be conducted at fair market value or predetermined pricing schedule;
- (ii) follow a transparent expression-of-interest process;
- (iii) provide equal opportunity to eligible staff; and
- (iv) exclude Councillors from participation to avoid conflicts of interest.

(e) Sale to Shire staff through a fair, transparent process that provides reasonable opportunity for participation.

1.2 Indemnification of liability

The Shire retains the right to indemnify itself from any liability or redress arising from the disposal of ICT assets.

1.3 Disposal decisions

Disposal decisions must be supported by documentation adequate for audit verification.

1.4 Disposal Decision Criteria

The method of disposal must be determined based on:

(a) condition and remaining useful life of the asset;
(b) residual value or market value;
(c) data security risk associated with the asset;
(d) cost of disposal or refurbishment;
(e) potential community benefit (e.g. donation); and
(f) operational or reuse requirements of the Shire.

All decisions must be documented to ensure transparency and audit verification.

1.5 Asset Classification for Disposal

ICT assets must be classified based on sensitivity:

(a) High-risk assets (e.g. servers, executive devices, storage systems)

- must be physically destroyed or processed by certified contractors;

(b) Medium-risk assets (e.g. staff laptops, desktops)

- must be sanitised and may be reused internally or disposed of under controlled processes;

(c) Low-risk assets (e.g. peripherals without storage)

- may be recycled, donated or sold.

1.6 Environmental Considerations

Disposal of ICT assets must prioritise environmentally responsible practices, including:

(a) use of certified e-waste recycling providers;

(b) compliance with applicable environmental legislation; and

(c) minimising landfill disposal where practicable.

2. Software Licence & Data Security Requirements

2.1 Software

(a) ICT assets will only be disposed of with the original operating system installed.

(b) No licensed software other than the original OS may be included in any disposal.

2.2 Data Sanitisation and Device Handling

All data sanitisation must comply with:

(a) Australian Signals Directorate (ASD) Essential Eight; and

(b) Australian Standard AS 5377:2022

(c) All assets must be securely sanitised or destroyed prior to disposal to ensure no recoverable Shire data remains..

(d) Hard Disk Drives (HDDs) must be removed and destroyed if beyond economic life or retained by the Shire for reuse.

(e) Solid State Drives (SSDs) must be removed, wiped, and retained for reuse.

(f) Any device being repurposed internally must be rebuilt with Shire Group Policies enabled.

2.3 Confidential Information

All disposal activities must ensure no recoverable Shire data remains on any device.

3. Roles and Responsibilities

3.1 Chief Executive Officer

(a) Authorises disposal by contractor where required.

(b) Ensures compliance with this policy.

3.2 Executive Manager Finance & Corporate Services

Ensures disposal processes meet audit, risk management and governance requirements.

3.3 ICT Coordinator / ICT Support Officer

(a) Completes data sanitisation processes.

(b) Certifies data removal or destruction.

(c) Documents disposal records for audit and asset register updates.

(d) Ensure disposal records are complete, accurate, and retained in accordance with recordkeeping requirements.

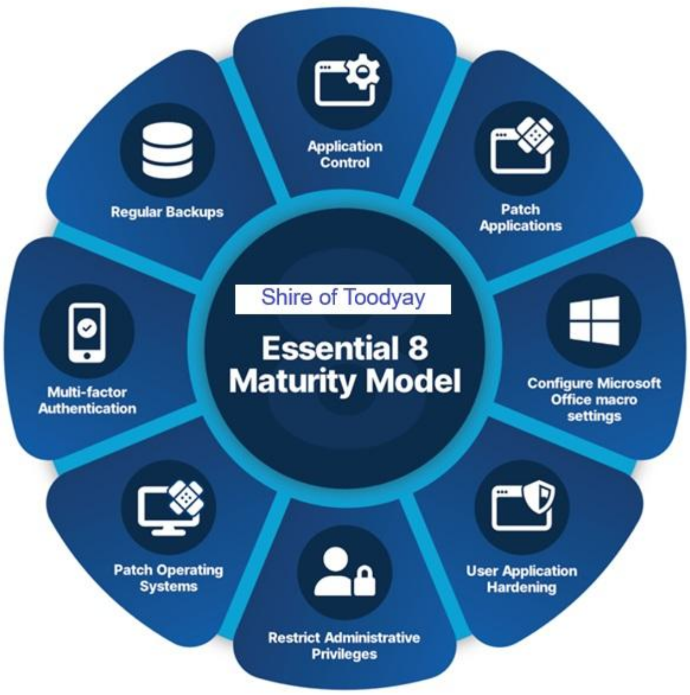
(e) All disposals must be recorded in the ICT Asset Register and supported by disposal or destruction certification.

3.4 All Employees

Must return all ICT assets to the ICT Officer for correct disposal.

Flow Charts (if necessary)

The Office of the Auditor General (OAG) published report 9: 2023-24 6 December 2023 for Implementation of the Essential Eight Cyber Security Controls which include:



Reference Information

- *Australian Signals Directorate (Essential Eight)*
- *National Competition Policy (where applicable)*
- *Shire procurement and asset management policies*
- *Information Management and Information and Communications (ICT) Acceptable use Policy*
- Essential Eight Maturity Model
- Local Government Council Members' Records
- Privacy Management Plan (Reference: D26/7536)
- ICT Strategic Plan 2026-2031 (Reference: D26/5757)

Legislation

- *Local Government Act 1995 (s.3.58 – Disposing of Property)*

Associated documents

- ICT Asset Register (internal)
- ICT Security Procedures
- Disposal Certificates / Data Destruction Records
- Records Management Procedures

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