

CF005	DISPOSAL OF SURPLUS IT AND MINOR ASSETS		
POLICY OWNER:	Council		
DEPARTMENT:	Office of the CEO	RESPONSIBLE OFFICER	Manager People, Culture and Systems
CREATION DATE:		REVIEW SCHEDULE:	Annually
RELATED PROCEDURES:			
RELATED FORMS:			
RELATED DELEGATIONS:			
RELATED POLICIES:			
LEGISLATION:			
DOCUMENT CONTROL			
DATE REVIEWED:	REVIEWED BY:	CHANGES (IF ANY):	ENDORSED BY COUNCIL:
23/08/2022	Council	Nil	FC7/8/22
28/11/2023	Council	Nil	OCM 11/11/23
24/09/2024	Council	Major: Refer minutes of meeting.	OCM03/09/24

CF005 Disposal or Surplus IT and Minor assets

OBJECTIVES

This policy provides a framework for the disposal of minor IT equipment and other low-value assets owned by the Shire of Carnarvon (Shire). The aim is to ensure that the disposal process is efficient, transparent, and compliant with relevant regulations, while maximising value recovery and minimising environmental impact.

SCOPE

This policy applies to all employees involved in the management and disposal of minor IT equipment and other low-value assets (with a value under \$5,000) including, but not limited to:

- Computers, laptops, tablets, and peripherals
- Mobile phones and accessories
- Printers, copiers, and scanners
- Small office equipment
- Other minor office assets

POLICY STATEMENT/S

The Shire is committed to responsible asset management and will ensure that minor IT equipment and assets are disposed of in a manner that:

- Complies with all applicable legislation and regulations.
- Maximises financial return where appropriate.
- Considers environmental sustainability.
- Minimises potential security risks, especially in relation to data protection.

1. Procedures for Disposal

1.1 Assessment of Assets

- An asset must be deemed surplus, obsolete, irreparable, or no longer required by the Shire.
- A review will be conducted by the IT department or relevant asset manager to assess the condition and estimated value of the asset.
- Any assets containing data (e.g., computers, mobile phones) must have all sensitive information and data securely erased or destroyed prior to disposal.

1.2 Methods of Disposal

The following methods are considered appropriate for the disposal of minor IT equipment and other assets:

- **Internal Reallocation:** If the asset is still in working condition, it may be reassigned to another department or function within the Shire.
- **Donation:** Surplus assets may be donated to eligible community groups, non-profit organisations, or schools.
- **Sale:** Surplus assets may be sold via public auction, online marketplace, or competitive bidding, ensuring transparency and fairness.
- **Recycling or E-Waste Disposal:** Non-working IT equipment or assets that have no resale value will be recycled or disposed of through an approved e-waste recycling facility, following environmental regulations.
- **Destruction:** Assets that pose a risk to security, privacy, or safety may be destroyed through an authorised process, especially if they contain sensitive information that cannot be fully erased.

1.3 Approval Process

- The method of disposal of minor assets with a value under \$5,000 must be approved by the CEO.

2. Environmental Considerations

The Shire of Carnarvon is committed to minimising its environmental impact through:

- Prioritising the recycling and ethical disposal of electronic waste (e-waste).
- Seeking sustainable disposal methods that reduce landfill contributions.
- Engaging with vendors who offer environmentally friendly recycling or disposal programs.

3. Record Keeping

All disposals must be documented in accordance with Shire's asset management and financial policies, including:

- A description of the asset.
- The reason for disposal.
- The disposal method.
- Any financial proceeds or costs.
- Approval documentation.

4. Security and Data Protection

To safeguard sensitive information, all IT equipment must undergo secure data wiping or destruction prior to disposal. IT staff must verify that all data has been irreversibly removed in compliance with data protection and privacy legislation.

5. Compliance and Accountability

All employees involved in the disposal of minor IT and assets must comply with this policy. Non-compliance may result in disciplinary action. Periodic audits will be conducted to ensure adherence to the policy and to improve disposal practices where necessary.

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