



1 HEAD OF POWER

- Local Government Act 2009 (Qld)
- Local Government Regulation 2012 (Qld)
- Information Privacy Act 2009 (Qld)
- Information Privacy and Other Legislation Amendment Act 2023 (Qld)
- Public Records Act 2023 (Qld)
- Environmental Protection Act 1994 (Qld)
- Waste Reduction and Recycling Act 2011 (Qld)
- Cyber Security Act 2024 (Cth)

2 POLICY PURPOSE

This Policy sets out Council's commitment to the secure, lawful, and environmentally responsible disposal of ICT assets. It establishes the principles that govern how Council identifies assets for disposal, protects data during the disposal process, and ensures disposal is conducted in a manner consistent with Council's legal, privacy, environmental, and recordkeeping obligations.

Operational requirements, procedures, and specific obligations for Personnel are set out in the ICT Disposal Administrative Policy, which is to be read alongside this document.

3 POLICY SCOPE

This Policy applies to:

- All Council elected members, employees, contractors, consultants, volunteers, agents, and third-party service providers involved in the identification, management, or disposal of Council ICT assets.
- It applies to all ICT assets owned or leased by Council, including computers, servers, network equipment, mobile devices, storage media, peripherals, and cloud service accounts and subscriptions. It applies regardless of the asset's condition, age, or intended disposal method.

4 POLICY STATEMENT

4.1 COUNCIL'S COMMITMENT

Council's ICT assets contain sensitive data about the community, employees, and Council operations. The disposal of those assets without adequate data sanitisation is one of the most common and

preventable causes of data breaches. Equally, the improper disposal of electronic equipment contributes to environmental harm and exposes Council to regulatory risk.

Council is committed to ensuring that all ICT assets are disposed of securely, lawfully, and in a manner that minimises environmental impact. Council will not allow ICT assets containing Council data to leave its control unless all data has been securely and verifiably erased or the storage media has been physically destroyed.

Council is committed to meeting its obligations under the Environmental Protection Act 1994 (Qld) and the Waste Reduction and Recycling Act 2011 (Qld) by prioritising reuse and recycling through certified e-waste channels, and by avoiding the disposal of electronic equipment through general waste streams.

Council expects all Personnel and third-party providers involved in ICT disposal activities to comply with this policy and the associated Administrative Policy (Procedure), and to treat data security and environmental responsibility as non-negotiable requirements of every disposal.

4.2 GOVERNING PRINCIPLES

4.2.1 Data security above all else.

No ICT asset that has stored Council data may be transferred, donated, sold, recycled, or otherwise disposed of unless all data has been securely erased using an approved method, or the storage media has been physically destroyed. This obligation applies regardless of the asset's condition, age, or disposal pathway.

4.2.2 Authorised and documented disposal.

All ICT asset disposals must be formally authorised, documented, and traceable. Council must be able to demonstrate at any time what happened to a disposed asset, who authorised it, what data sanitisation method was applied, and who handled the asset through the disposal chain. This includes ICT assets being returned to a lessor at the conclusion of a lease or rental agreement. Destruction memos (whether physical or digital) must be acquired and retained as proof of sanitisation.

4.2.3 Reuse before disposal

Before disposing of an ICT asset, Council must first consider whether it can be redeployed within Council, repurposed, or donated to an approved organisation. Disposal should be the last resort, not the default. This approach reduces cost, waste, and environmental impact, consistent with the waste hierarchy under Queensland legislation.

4.2.4 Environmentally responsible disposal

ICT assets that cannot be reused must be recycled through accredited e-waste facilities in accordance with Queensland environmental legislation. Council will not dispose of electronic equipment through general landfill waste streams. Certified e-waste partners must be used for recycling and physical destruction.

4.2.5 Third-party accountability

Where third parties are engaged to assist with ICT disposal, data destruction, or e-waste recycling, those parties must be vetted, bound by appropriate contractual obligations, and required to provide certificates of data destruction and environmental disposal. Council remains accountable for the data on assets it hands to third parties.

4.2.6 Compliance with local government asset requirements

The disposal of ICT assets that meet the threshold for valuable non-current assets under the Local Government Regulation 2012 (Qld) must comply with the applicable requirements of that Regulation.

4.2.7 Accountability and audit

Council must maintain accurate and current records of its ICT asset inventory, including disposal status. Asset disposal records must be retained in accordance with Council's recordkeeping requirements, and Council may audit disposal activities to confirm compliance and identify improvement opportunities.

4.2.8 Cloud decommissioning.

Prior to the termination or disposal of any cloud service account or subscription, all Council data must be securely extracted, followed by verifiable digital sensitisation or deletion by the vendor.

5 HUMAN RIGHTS COMPATIBILITY STATEMENT

This policy has been assessed as compatible with human rights pursuant to the *Human Rights Act 2019* (Qld).

6 DEFINITIONS

Term	Definition
Council	Pormpuraaw Aboriginal Shire Council
Council data	Information created, received, or held by Council in any form, including records, personal information, operational data, and corporate information.
Data sanitisation	The process of permanently and irreversibly removing or destroying data stored on an ICT asset so that it cannot be recovered. Approved methods are based on the Australian Signals Directorate Information Security Manual (ISM).
E-waste	Electronic waste, being discarded electrical or electronic equipment, including computers, monitors, mobile phones, printers, and other ICT assets.
ICT asset	Any hardware, device, storage media, peripheral, or cloud service account owned or leased by Council as part of its ICT environment.
Personnel	All elected members, employees, contractors, volunteers, consultants, and agents of Council.
Storage media	Any physical component or device capable of storing digital data, including hard drives, solid state drives, USB drives, memory cards, and backup tapes.
Valuable non-current asset	Has the meaning given in section 223D of the Local Government Regulation 2012 (Qld), subject to the limits set by Council in accordance with the Procurement Policy.

7 RELATED POLICIES AND OTHER DOCUMENTS

Associated Documents:	ICT Disposal Administrative Policy ICT Equipment Acceptable Use Strategic Policy Data Management Strategic Policy ICT Information Security Strategic Policy Procurement Policy Records Management Policy Australian Signals Directorate Information Security Manual (ISM) Code of Conduct Councillor Code of Conduct
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8 MONITORING AND REVIEW

This policy is to be reviewed every four (4) year for relevance and to ensure that its effectiveness is maintained.

9 RESPONSIBILITY

This Policy is to be implemented by the CEO; and reviewed and amended in accordance by the Governance and Records Officer.

10 VERSION CONTROL

Version	Details	Resolution No	Date
V1	Created and adopted	2026/97	2 Jul 2026