



**Blackall-Tambo**  
Regional Council

# **Technology Purchasing and Acquisition Policy**

**11 November 2014**

Policy Number: Admin 19

Version Number: Two

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## **Technology Purchases and Acquisition Policy**

### **1 RESOLUTION**

13/11A/14

### **2 SCOPE**

Purchases of technology for Council use must be coordinated through the Information Technology Officer.

### **3 APPLICABILITY**

This policy applies to all computing and network-related resources of the Council, whether located at the main officer or in remote locations or facilities. These resources include but are not necessarily limited to:

- desktops, laptops, tablets and servers;
- software running on these devices;
- peripheral equipment (e.g. printers, scanners, etc.); (Excluding ink cartridges and toners for printer and copiers)
- cabling or connectivity-related devices; and
- audio-visual equipment such as projectors.

‘Technology’ typically implies any device containing or operated by a computer chip (Excluding Plant).

### **4 STANDARDIZATION OF TECHNOLOGY**

At any point in time, the Council gains benefits from maintaining within reason the practice of purchasing equipment according to agreed-upon standards. Agreement by a purchaser to accept standard configurations achieves the benefits to Council of better pricing for components and supplies, and less administrative overhead; and to the purchaser of better pricing, faster processing of requests, better support, less costly maintenance, and a better ability to train on and provide assistance with technologies purchased.

Purchase of non-standard technology components is not prohibited. However, such purchases should be minimized as much as reasonably possible. The purchase of non-standard technology components must be justified by the existence of special circumstances that require it

### **5 DEFINITIONS**

**Workstation** - Computer workstations at the Council are classified as all personal computers, workstations, laptop computers, notebook computers, Tablets and are labeled with a BTRC asset number.

**Operating Systems** - Computer programs that are primarily or entirely concerned with controlling the computer and its associated hardware, rather than with processing work for users. Computers can operate without application software, but cannot run without an operating system.

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**Peripheral devices** - A peripheral device is anything that is attached to a computer workstation. E.g. Printers, scanners, multi-function printers, personal backup devices

**ITO** – Information Technology Officer

**CEO** – Chief Executive Officer

## **6 WHAT ARE TECHNOLOGY PURCHASES**

The following are always considered as technology purchases:

- Servers, Computers, printers, scanners, flat screens, projectors, etc.
- Software
- Most electronic equipment, audio recording equipment, digital cameras, etc.
- Any wireless device
- Any peripheral that attaches to a computer
- Photocopiers

## **7 FORMS AND PROCEDURES**

### **7.1 SERVER, WORKSTATION AND LAPTOP REPLACEMENT PLAN**

Realizing that technology is an integral part of Council, Council has approved the following replacement plan for Blackall-Tambo Regional Council workstations to ensure that workstations at Council are kept up-to-date:

- Council Staff laptops and tablets will be eligible to be refreshed every three years.
- Council Staff workstations will be will eligible to be replaced every four years, or:
  - If the workstation is out of warranty and repair is not feasible; or
  - If there is adequate justification that the workstation does not meet the requirements for the user's job.
- Council servers will be eligible to be replaced every five years.
- Council's thin Clients will be eligible to be replaced every five years.

### **7.2 REPLACEMENT AND REPURPOSING:**

Along with access device replacement funding on a four year cycle, the Council recommends three-year warranties to manage service and repair costs. Older computers are more vulnerable to problems and more difficult and expensive to fix because parts are often less available and the warrantee period has expired.

Replaced computers can sometimes have a productive second use as in being used at the library, receipting computer etc.

However, multiple cascading "trickle-down" computer exchanges often require as much support effort as the original new computer at each installation and setup cycle. This includes transferring data, imaging hard drives, installing special software and removing software, and configuring accounts, printers, networks, etc. Therefore it is the practice that computers only get replaced once for the

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main computers users and then set aside for disposal. A few will be trickled down.

Beginning in 2010, the ITO will make the decisions concerning the repurposing of useable computers which have been replaced within the Council, consistent with Councils procedures for maintaining an accurate inventory of computer equipment and disposing of equipment which is no longer needed. This also involves good-faith efforts to help the Council maintain limits on the number of computers, retired obsolete technology, and conserve computing support resources.

### **7.3 PRINTER REPLACEMENT PLAN**

- Purchases of new colour printers must be approved by the CEO.
- Purchases for replacement colour printers must be approved by the CEO.
- Application for approval to buy a new or replacement colour printer is via the ITO who will organise upon approval by the CEO.
- All printers (colour and black & white) must be purchased in accordance with the Council's Purchasing Policy.
- Base model printers with network capability must be purchased unless there is a justified need for a higher level specification model.

Note: The Council will no longer purchase Ink Jet printers, due to excessive running costs these printers incur.

### **7.4 ANY PERIPHERAL EQUIPMENT**

Any peripheral equipment, this includes but not limited to monitors, projectors, USB flash drives shall only be purchased upon knowledge of the ITO upon approval by the CEO.

### **7.5 SOFTWARE**

#### **7.5.1 Standard Office Productivity / Instructional Software**

Office productivity / instructional software includes such packages as Microsoft Office, MapInfo, Symantec, etc. When a software package is defined as a standard for Council, that definition is typically supported in terms of:

- provision of a site license or volume purchase agreement for the package;
- call center and/or help center support for the package; and
- training on use of the package.

Standards for office productivity / instructional software are defined for Council and re-evaluated periodically. When a package is approved as a Council standard it is considered to be pre-approved for purchase without additional consideration by the ITO.

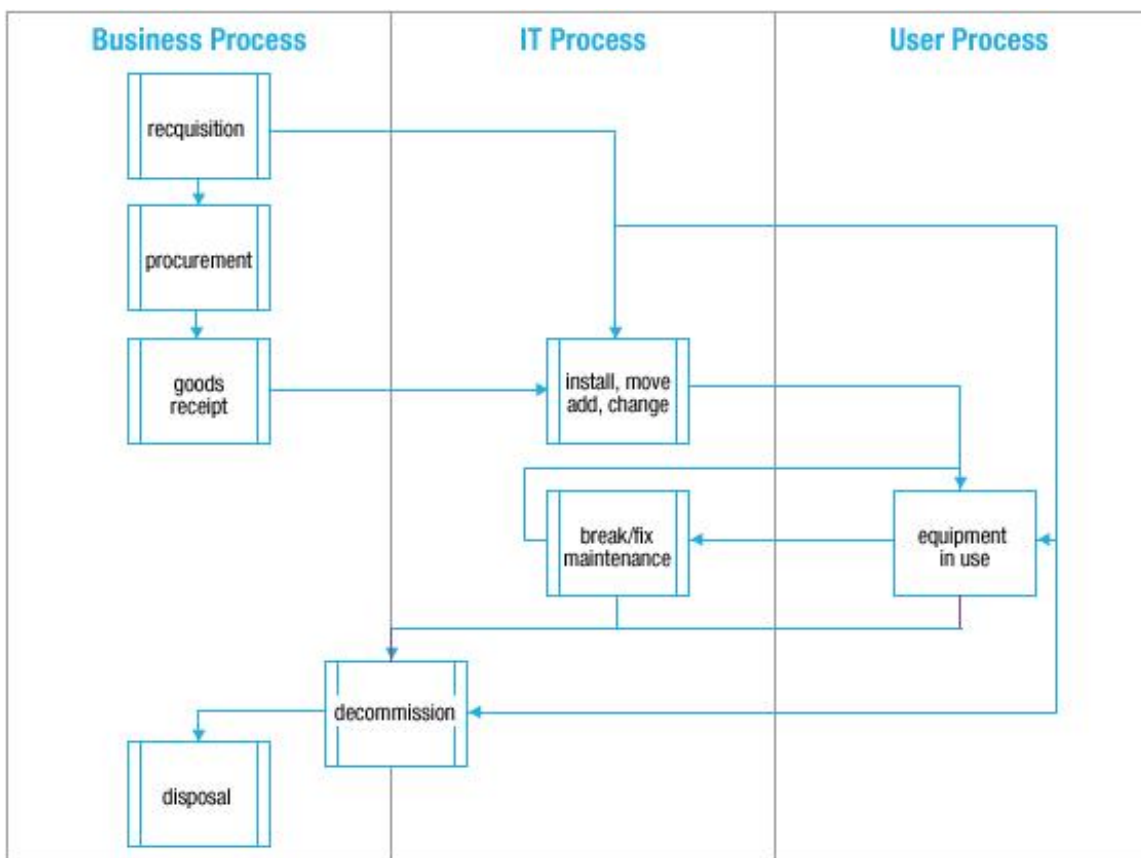
#### **7.5.2 Non-Standard Office Productivity / Instructional Software**

If a package is not listed as a current standard shown above, it is considered to be non-standard. Requests for non-standard software must be made to the ITO, and must be approved by the CEO.

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## 7.6 LIFE CYCLE OF A TECHNOLOGY PURCHASE



## 7.7 DISPOSAL OF TECHNOLOGY PURCHASES

Asset disposal procedures have been established to facilitate the removal of obsolete computer workstations from the Council's asset database and to establish effective procedures to erase information and data from the workstation in preparation for trade and physical removal of equipment from Council. Before any request for computer workstation disposal and removal of data can be actioned, the ITO must fully comply with the disposal procedures. It will be the responsibility of Financial Manager to ensure procedural compliance, with assistance from ITO.

The responsible ITO may dispose of any information technology hardware that is no longer required provided that procedures have been followed. These procedures are designed to achieve maximum net return.

All Technology purchases that have been retire due to end of life must either be sent to an auction or set aside for collection to be disposed of and a form filled out stating what it is and it to be written off by the Finance Manager .

All Technology purchases that have malfunction and is no longer usable can be dispose of after raiding the workstation for usable compenets.



All software and data **MUST** be removed from an item of hardware prior to disposal. Failure to observe this may result in Council being liable for any breaches of copyright or software licensing agreements or breach of confidential. Staff are cautioned that information "deleted" from a hard disk may be recovered by some software applications. If sensitive data exists on a disk, it should be **OVERWRITTEN** to ensure that data is destroyed.

If there is no demand for an item it may be disposed of by auction by private treaty.

Where there is no apparent market for an item it may be junked.

The ITO is responsible for;

- advising the Finance Manager that you have equipment awaiting auction and providing him a list, and
- ensuring that Council records of the item are deleted promptly after disposal.

Under discretion of Council, they have the right to donate old workstations to Sporting or Community Clubs if they desire a workstation.

## **8 CHANGES SINCE LAST REVISION**

Updated procedure as of 11.11.2014 to reflect current procedures.

## **9 RECORDS**

When completed and approved the original, signed hard copy of the policy is filed in the Master File.

Electronic copies are saved in the appropriately labelled folder in InfoXpert