

## ICT REPLACEMENT POLICY

Date Adopted	<b>18<sup>th</sup> April 2024</b>		
Council Minute	<b>59/04/2024</b>		
Version	<b>Version 1</b>		
Policy Responsibility	<b>Corporate &amp; Community Services</b>		
Review Timeframe	<b>4 years</b>		
Last Review Date	<b>April 2024</b>	Next Scheduled Review	<b>April 2028</b>

### OBJECTIVE

- 1) To ensure Information Technology remains current and up to date to meet all necessary demands of Staff and Council as an organisation.
- 2) To provide for the replacement of ICT equipment by ensuring that adequate provision is made in Council's annual budget for the replacement of ICT equipment.
- 3) To ensure the continued operation of Council's ICT systems with minimal disruption to the day to day operations.

### REPLACEMENT SCHEDULE

Schedule of replacement will include:

Equipment	Replacement Schedule
Servers	3-4 years
Desktop/laptops	3-4 years
Networking equipment (routers, switches, firewalls, wireless access points)	6 years
Tablets	As required
Mobile Phones	As required
Desktop printers	Under contract with microtechDPS
Multifunction Photocopiers	Under Contract with microtechDPS
Phone Systems	As required
Nurse call Systems	As required
Security Systems	As required

The cycles may be varied if monitoring indicates that earlier/later replacement is warranted.

Council's annual Operational Plan will list the current year Replacement Programme and the funds to be provided for that purpose.

Staff, with the assistance from Council's Managed Service Provider, will follow adopted Procurement Policy and Procedures when procuring IT equipment.

## ASSOCIATIONS & RELATIONSHIPS

Legislation	
Policies	
Procedures/Protocols, Statements, Documents	<i>Operational Plan</i>

## REVIEW

This policy may be reviewed at any time or as required in the event of legislative changes. Unless otherwise required the policy will be reviewed at least once during a term of Council.

**Version 1 Adopted: Council Meeting held 18 April 2024 (Minute No. 59/04/2024)**