

Can I apply?

Your organisation can apply for PC equipment through the Smart State PC Donation Program if:

- Your organisation is a South Australian organisation;
- Your organisation is not for profit;
- Your organisation does not have a Gaming Machines Licence; AND
- Your organisation is one of the following:
 - Incorporated under the Associations Incorporation Act 1985;
 - Incorporated under the Aboriginal Councils and Associations Act 1976;
 - A Company Limited By Guarantee formed under Corporations Law 1990;
 - A Statutory Authority, with the exception of Schools or educational facilities; or
 - Local Government Authorities or Progress Associations, or groups established under Section 41 or 42 of the Local Government Act 1999 (council committees or subsidiaries).

Individuals, Businesses, Schools and educational institutions, as well as organisations that have Gaming Machine Licences are **NOT ELIGIBLE** to apply.

How do I apply?

The program is conducted in rounds. Each round occurs approximately four times per year. Applications are called when a round is open. An application form and guidelines can be downloaded from the website

(http://www.premcab.sa.gov.au/dpc/community_donation.html), The Application form should be completed and sent in before the closing date. Applications are not accepted after the closing date.

How many computers?

A maximum of three (3) PCs can be applied for in any given round and each organisation is restricted to one application per round. If successful, an organisation is not eligible to apply for more PCs for 12 months. This is to ensure the equitable and widespread distribution across South Australia in numerous industries and communities.

What kind of equipment is available?

Equipment is donated on an 'as is' basis and may require additional expenditure by your organisation to make it fit your own requirements. In many cases, machines will not have modems, network cards, sound cards or CD drives and may be early model Pentium machines.

PCs will have a Microsoft Operating System installed (usually Windows XP or 2000), and have Open Office Software installed. For more information about Open Office software see <http://about.openoffice.org/index.html>. This software is compatible with all other major office suites and is free to update, download, use and distribute. Generally, you may have programs that are equivalent to Word, Excel, Access, Powerpoint and Paint.

Peripherals such as modems, scanners and printers are not available. **Laptops are no longer available** for distribution through this program, as they can rarely be reused at the end of their useful life.

What are the criteria to apply?

Alongside the eligibility criteria (see Can I apply?), your application will be assessed against these criteria:

- If the PCs will benefit or target people under consideration of the Social Inclusion Unit,
- The extent that the activities to be undertaken with the PC/s will benefit the wider Community, and
- The relevance of the activities or organisation to fulfilling the Objectives of the South Australian Strategic Plan or one or more of its Targets.

Are the computers free?

Yes, there will be not cost to the organisation. However, upgrades and additional equipment is at your organisations expense. If successful, you will receive a hard drive, monitor, keyboard and mouse. Equipment is donated on an 'as is' basis and many machines will not have modems, network cards, sound cards or CD drives and may be early model Pentium machines. The minimum specifications of these PCs are:

Celeron 1.3 Ghz
256 MB Ram
20 Gig Hard Drive
WinXp and Open Office software
CD Rom

What is the process?

The Opening and Closing dates of rounds will be announced on the website (http://www.premcab.sa.gov.au/dpc/community_donation.html). At that point you can download (or ring up for) an application form and guidelines and proceed to complete the forms. You must submit the application form by the closing date and according to the instructions.

Once all applications have been submitted, DPC will acknowledge that it has received them. DPC then assesses each application against the criteria of the program and score is given accordingly.

A panel will then meet to discuss the relative merit of all the applications. Once agreement is reached, DPC will submit recommendations to Minister. Once this has happened, DPC will notify you of the results of your application.

If you are successful, you will receive a letter from the Minister and two copies of an Agreement to sign. The Agreement outlines the responsibilities and obligations you have when accepting PC equipment through this program. Make sure you read this carefully and understand what you are signing – it is a legal agreement.

When you have signed and returned the Agreements, they are countersigned by DPC. DPC will then arrange for your equipment to be assembled at the Computer Recycling Scheme warehouse. When it is ready for pickup, the warehouse will call you to arrange a time for collection.

Once collected, you should keep in mind the obligations that you have agreed to. At the end of 12 months time, DPC will ask that you complete two forms – A Project Evaluation Form and a Statement declaring that you have used the equipment for the purpose that it was intended and NOT for illegal purposes. DPC will also ask that you provide some evidence that you acknowledged the Governments donation to your organisation, this can be in many forms. DPC really appreciate photographs too.

Once you have submitted those forms (and 12 months have passed since you signed the Agreement), you may apply for more PCs in the next round. If you are not sure if you are clear to apply, make sure you contact the Project Officer. When your PCs have reached the end of their useful life, you are required to return them to the collection depot at Kilkenny for recycling.

Who supplies the computers?

PC equipment is supplied by various State Government Departments. Availability is dependant on these departments turning over equipment and this equipment being suitable for donating to the program. Once donated, the equipment is shipped to a warehouse where it is cleaned to "Defence level" standards, so no data is left on the hard drive. All components are tested, licensing checked and Open Office software installed. Equipment that does not meet standards are broken down into recyclable components or used to repair or refurbish other equipment.

How long til I can get a PC?

The entire process normally takes between 3 – 4 months from the Opening Date of a round, to when you will be contacted to collect your equipment.

If my organisation gets a PC, what else do we have to do?

You have to pick up your PC from the collection depot – there is no delivery service. You must also adhere to the terms and conditions of the Agreement. You must provide DPC with a Project Evaluation form, photographs and a Statement declaring the correct use of the equipment within 12 months of signing the Agreement. You must recycle the equipment when you are finished with it, by returning it to the depot.

What happens to the computers that aren't suitable for donation?

Disposal of ICT equipment and associated consumables to landfill is to be avoided as ICT equipment contains both valuable materials such as steel, copper and gold which are a finite resource, and hazardous substances such as lead, barium, cathium, cadmium, hexavalent chromium, lithium, beryllium, phosphorous, brominated flame-retardant materials, and mercury. The warehouse breaks down the computer equipment and recycles the components or reuses them, as part of the Governments' Zero Waste Policy.

Can I have an extension to submit my application?

NO - only applications postmarked before or on the closing time and date will be accepted.

What are the terms and conditions of the Agreement that must be signed in order to receive equipment?

You must read and fully understand the Agreement before signing it – it is a legal document. Your organisation will be liable if any of the terms or conditions contained in the Agreement are breached. These conditions include, but are not limited to:

- Your organisation must collect the equipment from the warehouse, there is no delivery service
- The equipment must be used for the purpose intended (the project or activity that you outlined in your application form)
- If any government data or information is found on the computer, you **MUST** notify DPC immediately
- You must not use the equipment for any illegal purposes

- You must complete and return a Project Evaluation Form, photographs and a Statement declaring the correct and proper use of the equipment within 12 months of signing an Agreement
- When the equipment has reached the end of its useful life, you must return it to the collection depot for recycling
- The Government of South Australia is not liable for any loss or damages your organisation might incur as a result of using the equipment.
- Your organisation must comply with, and must not do anything that would result in the Premier being in contravention of, any licensing terms and conditions associated with the software transferred with the Equipment.

These conditions are only some of those contained in the Agreement. If you are not sure of any of the terms or conditions, you should seek legal advice before signing and returning it.

Who can collect the equipment?

Only the President/Public Officer, OR the second person who signs the application form is able pick up the equipment from the depot. If this is not possible, please contact DPC to arrange an alternative. We may ask the signatories on the application form to provide permission for a proxy to collect.

Where do we pick up the equipment?

The equipment can be collected when advised from the Computer Recycling Scheme warehouse at 33 Goodall Avenue, Kilkenny. It is on the corner of Regency Road and Goodall Avenue. There is signage on both streets.

Who I contact if I have any questions about this program?

If you have any questions about the program, please contact Taryn Timmins on 8226 2815 or Timmins.taryn@dpc.sa.gov.au