



# **Disposal of Information and Communications Technology (ICT) Equipment**

**30 May 2006 to 29 August 2011**

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## ABOUT THE CONTRACT

<b>Contract Number</b>	CUA 5105
<b>Contract Term</b>	From 30 May 2006 to 29 August 2011
<b>Status</b>	Mandatory in the Perth Metropolitan region
<b>Categories</b>	<ul style="list-style-type: none"><li>• Category A: Sale by auction house or direct sale.</li><li>• Category B: Community re-use.</li><li>• Category C: environmental recycling.</li></ul>
<b>Key Features and Benefits</b>	<ul style="list-style-type: none"><li>• Addresses the growing problem of disposing of hazardous waste, in particular, e-waste.</li><li>• More readily facilitates the <b>re-use</b> of equipment by Non-profit and Not for Profit organisations that support community initiatives assisting disadvantaged people in the WA community in bridging the information technology divide.</li><li>• Enables Government to better <b>maximise its return</b> on surplus equipment that still retains a reasonable commercial value.</li><li>• Delivers <b>simple and streamlined disposal arrangements</b> that enable agencies to appropriately dispose of ICT equipment in an efficient and responsible manner.</li></ul>

## CONTRACT MANAGER

A dedicated Contract Manager is available to help you to understand and get the most out of this contract. If you have any queries about this contract or this publication, please contact:

Vaneesa Tham	Government Procurement
Procurement Officer	Department of Finance
Tel: (08) 6551 1434	4 <sup>th</sup> Floor Optima Centre
Fax: (08) 9481 0785	16 Parkland Road
Email:	OSBORNE PARK WA 6017
<a href="mailto:vaneesa.tham@finance.wa.gov.au">vaneesa.tham@finance.wa.gov.au</a>	

## SUPPORTING DOCUMENTS

The following contract documents and other relevant information can be sourced from [Contracts WA](#)

- [Buying Smarter Brochure](#)
- [Exemption Guidelines](#)

## HOW DO I USE THIS CONTRACT?

CUA 5105 for the Supply of ICT equipment disposal is MANDATORY for all Western Australian public authorities in the Perth region. Quotes are not needed for purchases on this contract.

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Step  
1

**What's on Offer?**



Click [here](#) to choose which products best meet your needs.

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Step  
2

**Who are the Contractors?**



Click [here](#) for a list of the qualified contractors.

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Step  
3

**How much will it cost**



Use the [Price Schedules](#) to compare prices and brands before deciding on which contractor to buy from.

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Step  
4

**Buy it!**



Buy directly from contractors or buy online using the Government's ERP system.

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## WHAT'S ON OFFER?



### Category A – sale by auction or direct sales

This category allows for the auctioning or direct sale of ICT equipment that still has a reasonable commercial value, subject to that equipment being in working order and good condition. Use of this category will be subject to;

- the availability of such equipment in the second hand market; and
- the pricing of new equipment in comparison to the prices being realised at auction.

Such factors will invariably impact on the potential return that may be realised at auction and, accordingly a decision will need to be made on a case-by-case basis as to whether the use of this disposal category is viable, at the time of arranging the disposal.

Generally, auctioneers preferred minimum specification for PCs is Pentium 4 and 17" working CRT.

The pricing for Category A services is attached in [Appendix 1](#).



### Category B – community re-use

This category allows for the refurbishment and re-use of ICT equipment (mainly personal computers) to the benefit of socially disadvantaged persons or groups in the Western Australian community. The overriding factor for this category is that the majority of equipment **MUST** be used by the organisations to support their community programs that enable eligible people to gain access to information technology, mainly through the provision of Personal Computers. In essence, this category helps break down the information technology divide for those less fortunate in our community. Under this category, the organisations **MAY** also raise revenue to support their business operations through the disposal of donated ICT equipment via sale, auction or any other means the organisation determines as appropriate for that purpose.

The preferred minimum specification for PCs is P3 800Mhz, 128M RAM and 17" working CRT, and for laptops is P3 500Mhz, 128M RAM. If the PCs were running Windows XP with COA labels attached, the recovery disk would also be preferred.



## Category C – environmental recycling

This category allows for the environmentally friendly recycling of all ICT equipment components. ICT waste is extremely hazardous, so by diverting it from landfill to the recycler, there will be significant flow on benefits for the environment and the health of all present and future citizens of the State. The recyclers guarantee that less than 3% of waste will enter landfill, and such an initiative is in accordance with the Government's Sustainability Strategy of waste reduction, re-use and recycling.

Agencies are responsible for the cost and arranging of transport. Agencies may use the contractor's transportation arrangements or use the Courier CUA 40204.

There are two suppliers for this category. The pricing for Category C services is attached in [Appendix 1](#).

## WHO ARE THE CONTRACTORS?

The matrix below lists all Contractors on the CUA and the goods and services they have been contracted to provide. Please refer to the previous section [“What’s on Offer?”](#) for categories.

Contractor	Category A	Category B	Category C
McLernon’s supply and demand auction division	✓		
Ross Auctioneers and valuers	✓		
Discount computer suppliers	✓		
Mandurah Muscateers charity computers inc.		✓	
Technology assisting disability Western Australia (TADWA) Inc.		✓	
Sims E-Recycling Pty Ltd			✓
Secure Computer Recycling and Disposal			✓

## Discount Computer Suppliers



Tau Bertelsmeier - Account Manager

T: (08) 9272 4644

F: (08) 9371 8828

E: [discount@auctions.com.au](mailto:discount@auctions.com.au)

Website: <http://auctions.com.au/direct-sales>

**Postal Address:**

241 Railway Parade, Maylands WA 6051

**Orders Via:**

email, fax and phone

**Hours:**

9.00am to 5.00pm Monday to Friday

## McLernon's Supply + Demand Auction Division



Brett Savage - Auction Manager

(for auctioneering ONLY)

T: 0425 328 105

F: (08) 9472 6461

E: [brett@mclernons.com.au](mailto:brett@mclernons.com.au)

Website: [www.mclernons.com.au](http://www.mclernons.com.au)

**Postal Address:**

36-38 Welshpool Road, Welshpool WA 6106

**Orders Via:**

[email](#), fax and phone

**Hours:**

8.30am to 5.00pm Monday to Friday

- ✓ **Equipment testing and cleaning**
- ✓ **Removal of data from mass storage devices**

## McLernon's Supply + Demand Computer IT



Fooky Goh – IT Operations Manager

(for direct sales ONLY)

T: 0401 673 952

F: (08) 9472 6461

E: [fooky@mclernons.com.au](mailto:fooky@mclernons.com.au)

Website: [www.mclernons.com.au](http://www.mclernons.com.au)

Postal Address:

36-38 Welshpool Road, Welshpool WA 6106

Orders Via:

[email](#), fax and phone

Hours:

8.30am to 5.00pm Monday to Friday

## Ross's Auctioneers and Valuers



Tau Bertelsmeier

T: (08) 9272 4644

F: (08) 9370 3387

E: [tbertelsmeier@rossauction.com.au](mailto:tbertelsmeier@rossauction.com.au)

Website: [www.auctions.com.au](http://www.auctions.com.au)

Postal Address:

241 Railway Parade, Maylands WA 6051

Orders Via:

[email](#), fax and phone

Hours:

8.00am to 5.00pm Monday to Friday

- ✓ **Equipment testing and cleaning**
- ✓ **Removal of data from mass storage devices**

## Mandurah Muscateers Charity Computers

Roy Fieldgate

**T:** (08) 9534 7834 (Tues & Thurs only) **M:** 0429 106 174

**F:** (08) 9582 7844

**E:** [muscats@bigpond.net.au](mailto:muscats@bigpond.net.au)

**Postal Address:**

Unit 2/3 Rafferty Rd. Mandurah WA 6210

**Orders Via:**

[email](#), fax and phone

**Hours:**

9.00am to 3.30pm Tuesday and Thursday ONLY

✓ **Removal of data from mass storage devices**

## Technology Assisting Disability Western Australia (TADWA)



Graeme Dargie

**T:** (08) 9379 7400

**F:** (08) 9379 7498

**E:** [GraemeDargie@tadwa.org.au](mailto:GraemeDargie@tadwa.org.au)

**Website:** [www.tadwa.org.au](http://www.tadwa.org.au)

**Postal Address:**

371 Collier Rd, Bassendean WA 6054

**Orders Via:**

[email](#), fax and phone

**Hours:**

8.45am to 4.45pm Monday to Friday

✓ **Removal of data from mass storage devices**

## Sims e-Recycling Pty Ltd



Douglas Wallace

**T:** (08) 9236 3001

**F:** (08) 9434 6899

**E:** [spearwoodsrs.au@simsmm.com](mailto:spearwoodsrs.au@simsmm.com)

**W:** [www.apac.simsrecycling.com/](http://www.apac.simsrecycling.com/)

**Postal Address:**

Unit B3, 174 Barrington St, Spearwood WA 6163

**Orders Via:** [email](#)

**Hours:**

8.00am to 4.30pm Monday to Friday

✓ **Removal of data from mass storage devices**

## Secure Computer Recycling and Disposal



Vince Holt

**Mobile:** 0407 290 035 (preferred)

**Phone:** (08) 9467 4624

**F:** (08) 9331 4575

**E:** [government@computer-recycling.com.au](mailto:government@computer-recycling.com.au)

**Postal Address:**

12 Bowen St, Kardinya WA 6163

**Orders Via:** [email](#)

**Hours:**

8.00am to 4pm Monday to Friday

✓ **Removal of data from mass storage devices**

# SERVICE LEAD TIMES

Service	Key Lead Time
<b>Sales (Category A) Auction</b>	<p>The contractor shall, no later than twenty-four hours (24) after receipt of the consignment confirm in writing to the Agency the status of the consignment and advise of any discrepancies.</p> <p>Auctions shall be conducted within a maximum of four (4) weeks of the delivery of the ICT equipment.</p> <p>The contractor shall publicly advertise auctions in a newspaper with statewide distribution on two occasions, (i.e. the Wednesday and Saturday) in the week immediately preceding the auction date.</p> <p>A public viewing day shall be provided on-site at the contractor's business premises on the day prior to each auction.</p> <p>The contractor shall, no later than forty eight (48) hours post the auction date provide the Agency with a letter (on company letterhead) detailing the date of the auction together with a Sales Advice Statement.</p> <p>Payment of proceeds of an auction is to be paid by business cheque no later than fourteen (14) days post the auction date together with all necessary documentation for GST being forwarded to the agency with the payment.</p>
<b>Sales (Category A) Direct Sales</b>	<p>The written quotation supplied by the contractor shall remain valid for a period of fifteen working days from the date of the quotation being provided to the Agency.</p> <p>The agency may accept the quotation in part or fully by notifying the contractor in writing prior to the expiration of the validity period above.</p> <p>Where the time period above has expired and the Agency still wishes to proceed with the sale, the contractor (at its absolute discretion) and the Agency may renegotiate pricing that is mutually acceptable. Such pricing shall remain valid for acceptance for a period of five (5) working days from the date of the revised quotation being provided to the Agency.</p> <p>Where the agency accepts the quotation, the contractor shall provide full payment by business cheque or electronic funds transfer no later than fourteen (14) days post the notification of acceptance. At no stage shall the contractor be allowed or permitted to remove any equipment from the Agency premises before full payment is made.</p> <p>Following payment, the agency shall immediately notify the contractor of the date when the equipment can be removed. The agency shall be responsible for the safe keeping of the equipment for a period not exceeding five (5) working days from the date of notification to the contractor. The agency will not be responsible for any equipment that is damaged or tampered with, or any loss of equipment post that date.</p>
<b>Community Re-use</b>	<p>Where the agency makes an offer to donate equipment, it will be the responsibility of the proposed recipient organisation to inspect such</p>

**(Category B)**

equipment within ten (10) working days, and advise what equipment is suitable. Failure to comply with this requirement may void the offer. All equipment is provided on an 'as is' basis. No guarantee expressed or otherwise, is given in relation to the reliability of the equipment being donated. The organisation is under no obligation to accept any of the equipment offered.

Equipment that is selected shall be held, for the organisation, for a period not exceeding ten (10) working days from the date of selection. It will be the organisation's absolute responsibility to arrange for transportation of the equipment to its business premises. Once the equipment passes to the organisation's nominated transportation courier, then sole responsibility for that equipment, including its security, resides with the organisation. Failure to collect the equipment in the nominated timeframe may result in cancellation of the offer by the agency.

The organisation shall, no later than thirty-six hours (36) after receipt of the consignment, confirm in writing to the agency the status of the consignment, which was dispatched from the agency. Any discrepancies must be immediately brought to the attention of the agency.

**Environmental  
Recycling  
(Category C)**

The contractor shall, no later than twenty-four (24) hours after receipt of the consignment confirm in writing to the Agency the status of the consignment, which was dispatched. Any discrepancies must be immediately brought to the attention of the agency.

## Buying Direct

Prices for this CUA are fixed so buyers can pick and buy the specified services from the contractors without calling quotes or tenders.

Buyers should view the Price Schedule in [Appendix 1](#) to obtain prices for the services they require. Where more than one contractor is appointed to a category or sub category, buyers can evaluate which contractor represents best value for money for their needs, and then contact the contractor to place their order.

Orders should be placed directly with contractors by phone, e-mail or fax.

Buyers should check each individual contractor's details as to which communication method is preferred for placing orders. An outline of these communication methods is provided for each contractor from [page 7](#).

If you are using a contractor for the first time, you will probably need to establish a new account.

## Payment

Sales (Category A):

Auctioneering: Payment of proceeds is by business cheque no later than fourteen (14) days post the auction date. All necessary documentation must be forwarded to the agency together with the payment.

Direct Sales: Payment of proceeds is by business cheque or electronic funds transfer no later than fourteen (14) days post the notification of acceptance by the agency.

Environmental Recycling (Category C): Payment will be made by the agency within 21 days of rendering the account. No settlement discounts apply.

## Payment by Purchasing Card

The Government Purchasing Card offers a quick and convenient method of payment allowing many goods and services to be efficiently purchased.

Always remember to inform the supplier that you will be paying by Government Purchasing Card, at the time of ordering the product or service, and ensure they clearly understand that they must send the tax invoice directly to you, the cardholder.

## Additional Charges

- Any additional charges will be agreed between the Buyer and the Contractor as part of accepting the assignment.
- Any additional charges will be itemised separately in the Buyer's order and on the Buyer's invoice.

## Agencies' Responsibility

Agencies have a responsibility to ensure that all data has been cleaned from all memory and mass storage devices (attached to, encased in or standalone) associated with ICT equipment being disposed of under this CUA. IT departments can assist with this process. All equipment being disposed of that bears an asset number should be recorded to facilitate their removal from the asset register.

Some contractors under this CUA provide a data cleansing service. Agencies should consider taking advantage of the mass storage cleaning options provided by suppliers (see Appendix 1 for pricing information).

However, agencies have a responsibility to satisfy themselves that such cleaning has been carried out as negotiated with the supplier by asking for a certificate or similar

documentation. Some past incidents have resulted in unwanted media attention resulting in embarrassment to agencies and their ministers.

Agencies should also be aware that data cleansing should not be limited to hard disks within PCs and laptops and mass storage devices but also include facsimile machines, photocopiers and multifunctional devices.

## Exemption from using this CUA

Finance is responsible for processing and approving all requests from public authorities seeking exemption from using a mandatory Common Use Arrangement (CUA). Requests for an exemption are considered on a case-by-case basis, and a requesting agency must be able to demonstrate that a business need cannot be adequately met by the relevant CUA.

Exemption requests should be directed to the Director ICT Sourcing in the first instance. Requests for exemption may be received by posted letter or email, but must be in writing and provide sufficient explanation and background to enable the request to be considered. The requesting officer should be the Accountable Authority or delegate of the agency.

## Complimentary Feedback and Complaints Resolution

Finance aims to continuously improve the services it provides to customers and welcomes feedback on the level of satisfaction experienced under this contract or with the contractor(s) performance. If you are dissatisfied with the goods and/or service provided by the contractor or have any specific concerns, these should be discussed in the first instance directly with the contractor.

If the problem or issue is not resolved to your satisfaction, please log your complaints via Finance's [online complaints handling facility](#).

The online form provides for both complimentary feedback and complaint resolution considerations.

## NEED MORE INFORMATION?

### APPENDICES

- ⇒ [Appendix 1: Price Schedules](#)
- ⇒ [Appendix 2: Accessing CUA Information Online](#)
- ⇒ [Appendix 3: Frequently Asked Questions](#)

### Forms and Tools

- ⇒ [Buying Smarter Brochure](#)
- ⇒ [Contractors Details](#)

### Links to CUA information

- ⇒ [Government Contracts Directory ebook](#)

### Still need more information?

- ⇒ [Contact the Contract Manager](#)

## APPENDIX 1: PRICE SCHEDULE

### Sales (Category A) – Auctioneering Services

Service	McLERNON'S SUPPLY AND DEMAND	
Provision of Auctioneering Services (% of gross sale value of ICT equipment)	15% Commission Fee	
Provision of Additional Services	<b>PERCENTAGE BASIS</b> % of gross sale value of ICT equipment sold per consignment.	<b>INDIVIDUAL PRICING</b>
- equipment testing and cleaning	N/A	\$15.00 per PC
- removal of data from mass storage devices	N/A	\$75.00 per Photocopier and high end Laser Printer \$15.00 per item (PC)
Other Charges	N/A	N/A
Settlement Discount	Nil	

SERVICE	ROSS's AUCTIONEERS AND VALUERS	
Provision of Auctioneering Services (% of gross sale value of ICT equipment)	18 % Commission Fee	
Provision of Additional Services  - equipment testing and cleaning         - removal of data from mass storage devices	<b>PERCENTAGE BASIS</b> % of gross sale value of ICT equipment sold per consignment.  N/A        N/A	<b>INDIVIDUAL PRICING</b>  \$15.00 per item (Desktop Computers - CPU only) \$20.00 per item (Notebook/Laptop Computers) \$20.00 per item (Printers) \$10.00 per item (Monitors) \$40.00 per item (Photocopiers) \$15.00 per item (Network Equipment i.e. Hubs, switches, Router etc.) \$50.00 per item (Servers) \$15.00 per item (Desktop/Notebook/Laptop Computers) \$50.00 per item (Servers)
Other Charges	N/A	N/A
Settlement Discount	Nil	

## Sales (Category A) – Direct Sales

SERVICE	McLERNON'S SUPPLY + DEMAND COMPUTER IT
Administration fee for preparation of quotations (if applicable).	\$0.00
Settlement Discount	Nil

SERVICE	DISCOUNT COMPUTER SUPPLIERS
Administration fee for preparation of quotations (if applicable).	\$0.00
Settlement Discount	Nil

## Environmental Recycling - (Category C)

SERVICE	SIMS E- RECYCLING	
	Rates (GST exclusive)	
	FLAT RATE TENDERED	PRICING TENDERED
Administration/Processing Fee <sup>(1)</sup>	This is all inclusive in the recycling/ destruction charges	N/A
Additional HDD Destruction <sup>(2)</sup>	\$25.00 per Hard Drive based on the number of Wipe/Passes	N/A
Environmental recycling/ destruction of ICT equipment	N/A	\$19.00 <sup>(3)</sup> per complete Desktop PC (monitor, CPU, keyboard, mouse) \$6.00 per Notebook PC. \$13.00 per Monitor (CRT) \$13.00 per Monitor (LCD) \$25.00 per Server \$6.00 per Printer (laser) \$6.00 per Printer (other eg inkjet) \$6.00 per Facsimile Machine \$15.00 per Photocopier \$1.00 Other ICT equipment ( Keyboard, mouse, etc) \$6.00 per Desktop pc. (CPU only) \$0.70 per mobile phone \$7.00 per UPS All above include certificate of destruction and associated reports
Other charges	Prices listed above are GST exclusive and do not include transport. It is the agency's responsibility to arrange transport of the equipment to Sims E-Recycling. Transport by the supplier can be quoted and arranged if required.	
Settlement Discount	Nil	

1. Includes but is not limited to equipment inventory/tracking/handling/ auditing and all reporting requirements
2. Additional HDD that requires destruction, usually applicable for Servers with more than one HDD.
3. Price **inclusive** of HDD destruction. HDD will be shredded however data wiping prior to shredding should still be considered as an added level of security in certain cases.

The major depots for **Sims e-Recycling Pty Ltd:**

200 Barrington St, Spearwood

151 Welshpool Rd, Welshpool

100 Forrest St, Kalgoorlie

2526 Coolawanyah Rd, Karratha

15 Peawah St, Pt Hedland

- Refer to contractor for additional regional collection points.

Procedure:

- Determine if agency will use the contractor's transportation arrangements or use the Courier CUA 40204.
- Contact Wallace Douglas 9236 3001 to advise of delivery and freight arrangements.
- Sims will advise site for delivery/receipt process.
- Product will be weighed and a copy of weight docket given to department or nominated Courier delivering goods.
- Goods delivered to E Site in Spearwood for processing
- Spearwood will confirm weight, product count received to central coordinator and department originator.
- Goods are processed and a commercial report, commodity report and certificate are issued at completion to originating department

SERVICE	SECURE COMPUTER RECYCLING & DISPOSAL	
	Rates (GST exclusive)	
Administration/Processing Fee	<b>FLAT RATE TENDERED</b> This is all inclusive in the recycling/ destruction charges	<b>PRICING TENDERED</b> Administration/Processing Fee includes but is not limited to equipment inventory/tracking/handling/auditing and all reporting requirements.
Removal of data from mass storage devices.	\$10.00 per Hard Drive (3 Wipes/Passes) \$25.00 per Hard Drive (7 Wipes/Passes)	Physical destruction of disks is included in the per-unit price quoted. Charges for data wiping apply where the agency specifically requests software data wiping as a service. Certificate of destruction provided.
Environmental recycling/ destruction of ICT equipment	N/A	\$5.00 per Desktop PC/Tower PC Unit \$4.00 per Notebook PC. \$10.50 per Monitor (CRT) Up to 19” \$16.50 per Monitor (CRT) Over 19” \$5.00 per Monitor (LCD) \$16.50 per Server \$5.00 per Desktop Printer (inkjet) \$6.00 per Desktop Printer (laser) \$15.00 per Printer (laser floorstanding) \$6.00 per Facsimile Machine \$15.00 per Photocopier \$7.00 per UPS \$0.50 per mobile phone \$0.50 per kilo for miscellaneous small items (keyboards, mice, cables, analogue modems etc.) \$5.50 per sundry networking equipment (Switches, hubs, routers, etc) All above include certificate of destruction and associated reports
Other charges	Prices listed above are GST exclusive and do not include transport. It is the agency's responsibility to arrange transport of the equipment to Secure Computer Recycling & Disposal. Transport by the supplier can be quoted and arranged if required.	
Settlement Discount	Nil	

## APPENDIX 2: ACCESSING CUA INFORMATION ONLINE

The options available to you to access CUA information including contracted prices, Contractor details and order forms will depend on the procurement system used in your Public Authority. Systems available to you could include Oracle or SAP.

If you experience any difficulties locating CUA information, please call the Service Centre on 65512020. Alternatively you may wish to email [procurementsystems@finance.wa.gov.au](mailto:procurementsystems@finance.wa.gov.au)

### Public Authorities with No Dedicated Procurement System

If your Public Authority has no dedicated online procurement system, or uses a system other than through the Office of Shared Services, access the CUA information on the Office of Government Procurement (OGP) website at [www.contractswa.finance.wa.gov.au/catalogue.jsp](http://www.contractswa.finance.wa.gov.au/catalogue.jsp). Click on the Buyers Guide link for a list of all Buyers Guides and select the relevant CUA.

### Public Authorities within Office of Shared Services

If your Public Authority uses the Office of Shared Services Oracle system, you can view CUA information using Oracle iProcurement. Click on the Whole of Government store, browse the contracts and click on the relevant CUA title and the Buyers Guide.

## APPENDIX 3 FREQUENTLY ASKED QUESTIONS

### Does the CUA override the State Supply Commissions Disposal of Goods policy?

No. The agency Accountable Officer is still responsible for determining and approving the method of disposal. The CUA ONLY becomes mandatory if the approved disposal method is encompassed in one of the disposal categories in the CUA i.e. Sales by auction house or direct sales, donation of equipment for Community Re-use or disposal through Environmental Recycling.

### Can I still dispose of equipment to staff?

Yes. This method of disposal is not encompassed in the CUA, as stated above, and as long as the Accountable Officer approves it and the State Supply Commission's requirement of a competitive process is followed, then the equipment can be disposed of in this manner.

### Can I trade in equipment as part of a refresh programme?

Yes. This method is not encompassed in the CUA. The agency Accountable Officer's approval is still required. However, be mindful of the fact that you may be transferring your responsibility for correct disposal to another party, especially if the equipment is not commercially viable and only suitable for destruction.

### Can I transfer the equipment to another public authority?

Yes. This method is not encompassed in the CUA. The agency Accountable Officer's approval is still required. However, because of the falling price of new equipment, especially Personal Computers, very few agencies will take second hand equipment.

### When I use the CUA, what happens if the auctioneer won't take the equipment because of oversupply in the market?

Contact the Organisations on the Community Re-use panel. If they can use the equipment then donate it to them. If it is not suitable or they have an oversupply, then it will probably need to be sent to the Environmental Recycler, even though you may still think it has some value. The key to effective disposal is to dispose of it in an appropriate manner.

### Can I dump the equipment?

It is the agency Accountable Officer's responsibility to approve the appropriate method of disposal of ICT equipment. The decision should be determined in conjunction with the State Supply Commission policy. Dumping is an inappropriate practice that this CUA seeks to correct.

### Who is responsible for transporting the equipment?

For Category A Direct Sales and for Category B Community Re-use, the contractors (Category A) or the not-for-profit organisations (Category B) are responsible for the cost and arranging of transport.

For Category A Auctions and Category C Environmental Recycling, the agencies are responsible for the cost and arranging of transport. When using the Courier CUA the

agencies must make the arrangement with the Courier and ask the contractor to act as their agent in this regard.

Click [here](#) for link to courier CUA buyers guide and contract information.