# **To:** Disposal Delegate

# **Re:** Disposal Plan for

# **Date:**

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| KEY PRINCIPLES |
| **Public authorities should dispose of goods in a lawful, efficient, economical and ethical manner. Value for money is a key consideration and public authorities should select a disposal method that will obtain the best possible return for goods.**  **The disposal process requires the following considerations and steps to be followed:**   * **The decision to dispose** * **Estimate the market value** * **Select an appropriate disposal method** * **Obtain approval** * **Undertake and evaluate disposal**   **This disposal plan identifies associated risks and outlines a disposal method to obtain the best possible net return for the goods identified.** |

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| OVERVIEW | | |
| Description of disposal | File Reference | Directorate/Branch |
| [insert details] |  |  |

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| DECISION TO DISPOSE  * document reasons for disposal, such as obsolete, unserviceable, faulty, surplus to needs, optimal time to sell * provide description of goods including make and model, location, any asset identification number, purchase date/approximate age, purchase value * identify if goods to be disposed are a special category * provide a brief history of use and the condition of the goods including any issues identified |
| [insert details] |

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| ESTIMATE THE MARKET VALUE  * identify total estimated market value (gross and net) of the disposal and what is included in the estimated disposal value, including any loss of revenue to the public authority * document how market value was established |
| [insert details] |

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| SELECT AN APPROPRIATE DISPOSAL METHOD  * describe your market research and analyse disposal options/methods (including feedback or advice from experts and stakeholders if relevant) * enter details of potential buyers, their location and expected levels of interest * provide explanation of selected disposal method and strategy (including opportunities for value maximisation where relevant) |
| [insert details] |

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| OBTAIN APPROVAL  * document project management arrangements - include tasks, timeframes and responsibilities * identify the necessary endorsements and approvals |
| [insert details] |

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| UNDERTAKE AND EVALUATE DISPOSAL  * identify key risks involved with the disposal including decommissioning risks, issues to disclose to prospective recipients/buyers, environmental and public safety risks and business risks * ensure that significant risks are addressed; advice from procurement specialists may be required * a procurement contract may be required depending on complexity, risk and disposal value * outline any costs associated with the disposal process * evaluate the proposed disposal method against the expected outcomes |
| [insert details] |

## The following key risks have been identified:

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| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Risk Rating** | **Mitigation/Action** |
| [insert details] |  |  |  |  |
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| RECOMMENDED DISPOSAL METHOD AND PROCESS The following method will be used:  Transfer to another Government Entity  Trade-In  Tender or Written Quote  Public Auction  Donation  Destruction/Recycling  Other |
| * describe the recommended disposal method in detail * include details on preparation for sale – decommissioning, transport, repairs, * discuss third party involvement/costs– e.g. auctioneer/agent/valuer services, fees, advertising |
| [insert details] |

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| RECOMMENDATION  * provide a clear recommendation for the delegate to approve |
| It is recommended that [insert details] |

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| APPROVAL |

**RECOMMENDED BY:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WORK UNIT DIRECTOR ENDORSEMENT**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPROVAL OF DISPOSAL PLAN**

Approved

Approved with conditions:

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Not approved

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: