# **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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Risk Rating** | **Mitigation/Action** |
| [insert details] |  |  |  |  |
|  |  |  |  |  |
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| RECOMMENDED DISPOSAL METHOD AND PROCESSThe 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
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| 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: