**To: Disposal Delegate**

**Re: Disposal Plan**

**Date:**

***(FOR SIGNIFICANT OR HIGH RISK GOODS)***

|  |  |  |
| --- | --- | --- |
| **OVERVIEW** | | |
| Estimated Value (GST inclusive) | File Reference | Directorate/Branch |
| $ |  |  |
| Description of disposal |  | |

|  |
| --- |
| **DESCRIPTION OF GOODS**   * 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 (refer State Procurement Board Disposal Guideline) * document reasons for disposal * provide a brief history of use and details on the condition of the goods including any issues identified |

|  |
| --- |
| **DISPOSAL RISK**   * identify key risks involved with the disposal including decommissioning risks, issues which need to be disclosed to prospective recipients, any environmental and public safety risks and any business risks * ensure that significant risks are addressed; advice from procurement specialists may be required |

The following key risks have been identified:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk** | **Likelihood** | **Impact** | **Risk rating** | **Mitigation/Action** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **ESTIMATED VALUE OF DISPOSAL**   * identify total estimated market value (gross and net) of the disposal and what is included in the estimated disposal value * document how market value was established |

|  |
| --- |
| **MARKET RESEARCH/DISPOSAL OPTIONS**   * enter details of potential buyers, their location and expected levels of interest * analyse disposal options/methods (including feedback from experts and stakeholders if relevant) * provide explanation of selected disposal method and strategy (including opportunities for value maximisation where relevant) |

|  |
| --- |
| **DISPOSAL METHOD AND PROCESS**   * describe the recommended disposal method in more detail * include details on preparation for sale – decommissioning – transport * discuss third party involvement – e.g. providers of auction services |

The following disposal method (refer State Procurement Board *Disposal Guideline*) will be utilised:

Transfer to another Government Entity

Trade-In

Tender or Written Quote

Public Auction

Donation

Destruction/Recycling

Other

|  |
| --- |
| **PROJECT MANAGEMENT/APPROVALS**   * document project management arrangements - include tasks, timeframes and responsibilities * identify the necessary endorsements and approvals |

|  |
| --- |
| **RECOMMENDATION**   * provide a clear recommendation for the delegate to approve |

It is recommended that [insert details ]

|  |
| --- |
| **APPROVAL** |

**RECOMMENDED BY:**

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

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

**WORK UNIT DIRECTOR ENDORSEMENT**

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

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

**DISPOSAL APPROVAL OF DISPOSAL PLAN**

Approved

Approved with conditions:

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Not approved

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

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

Comments: