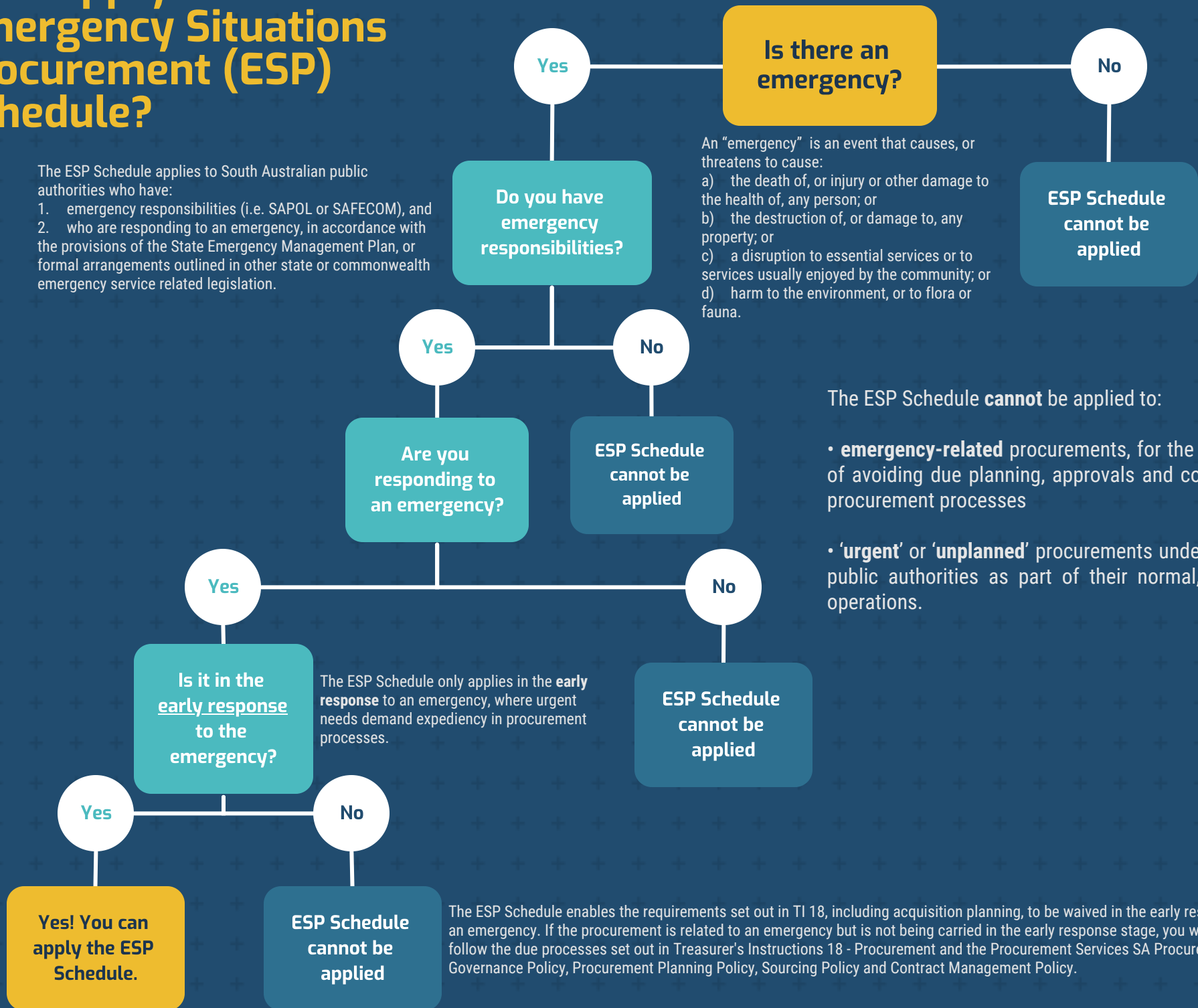


Can I apply the PSSA Emergency Situations Procurement (ESP) Schedule?

The ESP Schedule applies to South Australian public authorities who have:

1. emergency responsibilities (i.e. SAPOL or SAFECOM), and
2. who are responding to an emergency, in accordance with the provisions of the State Emergency Management Plan, or formal arrangements outlined in other state or commonwealth emergency service related legislation.



An "emergency" is an event that causes, or threatens to cause:

- a) the death of, or injury or other damage to the health of, any person; or
- b) the destruction of, or damage to, any property; or
- c) a disruption to essential services or to services usually enjoyed by the community; or
- d) harm to the environment, or to flora or fauna.

The ESP Schedule **cannot** be applied to:

- **emergency-related** procurements, for the purposes of avoiding due planning, approvals and competitive procurement processes
- **'urgent'** or **'unplanned'** procurements undertaken by public authorities as part of their normal, ongoing operations.

The ESP Schedule only applies in the **early response** to an emergency, where urgent needs demand expediency in procurement processes.

The ESP Schedule enables the requirements set out in TI 18, including acquisition planning, to be waived in the early response to an emergency. If the procurement is related to an emergency but is not being carried in the early response stage, you will need to follow the due processes set out in Treasurer's Instructions 18 - Procurement and the Procurement Services SA Procurement Governance Policy, Procurement Planning Policy, Sourcing Policy and Contract Management Policy.

PSSA Emergency Situations Procurement (ESP) Schedule

Before the ESP Schedule is applied (i.e. before an emergency response is required):

- Your Chief Executive will ensure that:
 - an appropriate emergency management procurement strategy is developed and documented which clearly addresses key operational considerations for procurement under emergencies
 - staff awareness and capability related to emergency procurement is developed and enhanced
 - appropriate management processes are in place to ensure adequate documentation is maintained for procurements related to emergencies.
- Public authorities are required to develop a documented strategy to ensure their readiness for undertaking procurements in the event of an emergency. The strategy should be concise and outline the key procurement related actions the public authority will take in the event of an emergency. This will ensure decisions are made without undue disruption and delay when undertaking the procurement.

When it is determined that the ESP Schedule is applicable (i.e. when you are responding to an emergency in line with the ESP Schedule):

- Procurements should be undertaken in the most expedient manner possible.
- Procurements undertaken in response to an emergency situation should, to the maximum extent possible, comply with the South Australian Government Procurement Framework.
- The purchase of goods and services should aim to achieve value for money, minimise the risk of fraud and corruption and, where possible, be purchased at the local level for expediency.

After the ESP Schedule has been applied (i.e. once the emergency has concluded):

- To evaluate the effectiveness of the strategy and identify improvements, public authorities will undertake a debriefing exercise, as soon as is practicable, after the conclusion of the emergency situation.
- Where appropriate, the debriefing may be undertaken by, or in conjunction with, the State Emergency Management Committee or other relevant coordinating body.

Helpful Links

[PSSA Emergency Situations Procurement Schedule](#)

[Emergency Management Act 2004](#)

[State Emergency Management Plan | Department of the Premier and Cabinet \(dpc.sa.gov.au\)](#)

For Further Information Contact:

Procurement Services SA
Department of Treasury and Finance
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