

Emergency Situations Procurement Schedule

Purpose

This Schedule sets out the requirements for public authorities to ensure that appropriate management practices are in place for the procurement of goods and services under an emergency, in accordance with the provisions of emergency-related legislation.

Scope and Application

This Schedule only applies to procurements undertaken by those public authorities who have emergency responsibilities and 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 (e.g. the *Fire and Emergency Services Act 2005*, and the National Counter-Terrorism Plan)¹.

An emergency (as defined in the *Emergency Management Act 2004*) 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.

This Schedule should only be applied in the early response to an emergency, where urgent needs demand expediency in procurement processes. It can not be applied for emergency-related procurements, for the purposes of avoiding due planning, approvals and competitive procurement processes.

This Schedule **does not** cover 'urgent' or 'unplanned' procurements undertaken by public authorities as part of their normal, ongoing operations.

For those public authorities who have emergency responsibilities and who are responding to an emergency, the 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; and

¹ If required, Procurement Services SA may introduce additional emergency procurement policies or guidelines to support the response to specific emergency situations where this Schedule does not apply

Emergency Situations Procurement Schedule

- appropriate management processes are in place to ensure adequate documentation is maintained for procurements related to emergencies.

Emergency Procurements

When responding to an emergency, procurements should be undertaken in the most expedient manner possible. This Schedule enables the requirements set out in *Treasurer's Instruction 18 Procurement*, including acquisition planning, to be waived in the early response to an emergency. Financial authorisations must be obtained in accordance with Treasurer's Instructions.

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.

Emergency Management Procurement Strategy

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.

The emergency management procurement strategy will address issues such as:

- the identification of responsible officers and applicable reporting and communication lines;
- the maintenance of ethical procurement and probity requirements;
- linkages with organisational risk management, business continuity and health and safety strategies;
- the establishment of pre-arranged procurement arrangements in anticipation of them being required in an emergency;
- record keeping and documentation required (e.g. emails, diary notes, memos); and
- the determination of appropriate levels of financial, procurement and contract approval delegations for responsible officers, including establishing predetermined approval processes for purchase orders and the payment of invoices.

To evaluate the effectiveness of the strategy and identify improvements, public authorities will undertake a debriefing exercise, as soon as is practicable, after the

Emergency Situations Procurement Schedule

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.

