



EMERGENCY SITUATION PROCUREMENT SCHEDULE

Contents

Purpose.....	2
What is an emergency?	2
What is not an emergency procurement?.....	2
Emergency situation procurement strategy.....	2
Managing an emergency procurement.....	3
Risk management.....	3
Records management.....	3
Post-emergency procurement review	3

NOTES:

- Terms used throughout this schedule have the same meaning as defined in the *Public Finance and Audit Act 1987*, *Treasurer's Instructions 18 – Procurement*, and the Procurement Glossary.
- All values identified in the framework are in Australian Dollars and are GST inclusive.

EMERGENCY SITUATION PROCUREMENT SCHEDULE

Purpose

This schedule only applies to procurements undertaken by public authorities who have:

- **emergency responsibilities and who are responding to an emergency** in accordance with the provisions of the State Emergency Management Plan
- **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.

This schedule details the requirement for these public authorities to develop a strategy for the quick acquisition of goods, services and construction projects in the early response to an emergency (where urgent needs demand expediency in procurement processes).

What is an emergency?

An emergency² is an event that causes, or threatens to cause:

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

What is not an emergency procurement?

This schedule **does not apply to:**

- 'urgent' or 'unplanned' procurements as part of normal, ongoing operations and must not be used to avoid due planning, approvals and competitive procurement processes
- emergency-related procurements undertaken in the recovery phase of an emergency.

Emergency situation procurement strategy

Public authorities with emergency responsibilities are required to develop a concise, documented strategy for undertaking emergency procurements without undue disruption and delay in an emergency. The emergency situation procurement strategy will address matters such as:

- awareness, capability, roles and responsibilities of public officers
- maintenance of ethical procurement and probity requirements

¹ Procurement SA may introduce additional emergency procurement policies or guidelines to support the response to specific emergency situations where this schedule does not apply.

² As defined in the *Emergency Management Act 2004*.

EMERGENCY SITUATION PROCUREMENT SCHEDULE

- links with organisational risk management, business continuity, and health and safety strategies
- emergency procurement operational arrangements
- arrangements for communication, reporting, documentation and record keeping
- financial, procurement and contract authorisations in emergency situations
- local resources and suppliers likely to be appropriate and available for rapid responses.

Managing an emergency procurement

In an emergency, responsible public authorities will seek to comply with the South Australian Government Procurement Framework to the maximum extent possible whilst also seeking to undertake procurements in the most expedient manner possible. In an emergency responsible public authorities are not required to undertake all stages of procurement planning as is normally required by the Procurement Planning Policy but can manage emergency procurements in accordance with their emergency management procurement strategy.

Financial authorisations must still be obtained in accordance with Treasurer's Instructions. All procurements will aim to achieve value for money and expediency. Where possible, goods and services should be sourced at the local level to also achieve economic benefit.

Risk management

Public authorities will, to the maximum extent possible in an emergency, ensure high standards of probity, accountability and transparency are maintained throughout the procurement process.

The risk of corruption in the emergency procurement of goods, services, and construction projects will be managed through robust controls and procedures, in accordance with the public authority's risk management framework.

Emergency procurements will be undertaken by people with suitable skills and experience.

Records management

Accurate records, including decision making records, are to be kept for all stages of emergency procurements. Such documentation must provide enough information for audit or other review.

Post-emergency procurement review

To evaluate the effectiveness of the emergency management procurement strategy and identify opportunities for improvement, public authorities will undertake a debriefing exercise, as soon as possible after the conclusion of an emergency or the emergency procurement.

Where appropriate, the debriefing may be undertaken by, or in conjunction with, the State Emergency Management Committee or other relevant coordinating body.