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# EMERGENCY PROCUREMENT POLICY

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Casterton Memorial Hospital



# Document History

## Document Location

This document is only valid from the day it was printed and approved. The electronic copy of this document will be accessible via the Applications Tab – PROMPT section of the Casterton Memorial Hospital intranet.

## Revision History

Version	Revision Date	Summary of Changes	Prepared By	Approved By
1.0	December 2023	Update to reflect new HSV Purchasing Policies (Jan 2023)	Jason Wass <sup>1</sup>	Internal Audit & Risk Committee

## Distribution

This document has been distributed to:

Name	Title	Date of Issue	Version

## Related Documents

Other internal and external documents relevant to this document:

Title	Author	Date of Issue	Version
<i>Refer to Related Documents List contained at the end of this Policy.</i>			

<sup>1</sup> Regional Procurement Program Lead

# EMERGENCY PROCUREMENT PLAN

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## Purpose

An emergency in Victoria is defined by the Emergency Management Act 2013 (Vic) (the Act).

This plan describes the process for undertaking procurement activities during an emergency or declared emergency period. During emergencies, this plan provides the steps to be undertaken for procuring time critical goods and services.

Procurement activity undertaken to respond to an emergency at Casterton Memorial Hospital is to be conducted in accordance with this Emergency Procurement Plan.

This plan provides procurement support to:

- Casterton Memorial Hospital Business Continuity Plan
- Casterton Memorial Hospital Emergency Response Plan(s) if applicable

This plan should be prepared prior to an emergency, ready for immediate activation should an emergency arise for which procurement activity is warranted. Post emergency, the activities undertaken during the emergency which relate to procurement should be reviewed and noted in a 'Emergency Procurement Report'.

*Emergency Procurement does not apply to urgent or unplanned procurement activities undertaken as part of routine operations. Emergency Procurement must not be used to avoid or shortcut procurement planning, approvals, or competitive processes.*

## Staff this document applies to

This procedure is applicable to all staff at Casterton Memorial Hospital who have authorised/approved responsibility for undertaking procurement activities.

## Activating Emergency Procurement

This plan may only be activated, reviewed, or ceased by Casterton Memorial Hospital's Chief Executive Officer or delegate (for example, the Chief Procurement Officer).

This Plan may be activated when the agency is impacted by an emergency event that:

- endangers or threatens to endanger the safety or health of any person (for example a pandemic, impact to patient records)
- destroys or damages, or threatens to destroy or damage, property (for example a natural disaster or an explosion)
- endangers or threatens to endanger the environment.
- disrupts essential services (for example transport, fuel, power, water, sewerage)
- significantly disrupts or threatens provision of Casterton Memorial Hospital's key services (for example, a supplier's operations becomes duly impacted by its own emergency event and can't meet supply)

## General procedures

Casterton Memorial Hospital Emergency Procurement Plan allows flexible application of the mandatory requirements of other HSV Purchasing Policies; but only:

- when necessary
- to the extent necessary
- for the time necessary

During an identified emergency procurement plan Casterton Memorial Hospital will be expected to maintain *as best it can*, given the prevailing emergency event, the procurement principles of:

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- value for money
- accountability
- probity
- scalability

Casterton Memorial Hospital will identify, monitor and manage:

- Risks
- Conflict of Interest
- Impacts on key suppliers and supply chains

After Casterton Memorial Hospital activates an Emergency Procurement Plan, the CEO or delegate will set a date for review or cessation not exceeding 90 calendar days from the date of activation. If applicable, on a review date the CEO or delegate may set a further date for review or cessation not exceeding 90 calendar days from the date of review. Activation and cessation must be communicated appropriately to staff at Casterton Memorial Hospital.

### Reporting

To show accountability for decision making during an emergency procurement Casterton Memorial Hospital will maintain a register with the following information (at a minimum):

- the date the CEO declared the emergency and instigated the Emergency Procurement Plan provisions;
- a short summary of the procurement process followed the nature of the emergency/incident, including:
  - a. the good/service being procured and their use by the health service;
  - b. the total value of the procurement (including GST);
    - i. the number of contracts awarded valued at \$100,000 (GST inclusive) or more.
  - c. the name and contact details of the supplier;
  - d. contact details of the party managing the procurement; and
- the date the CEO declared the emergency procurement(s) closed.

Casterton Memorial Hospital's CEO will report annually to the Board the following information regarding procurement activity during a critical incident:

- the nature of the critical incident to which the procurement values relate; and
- the period in which the critical incident(s) took place;
- total value of goods purchased;
- total value of services purchased;

### References/legislation/supporting documents

- HSV Purchasing Policy 1 - Governance
- HSV Purchasing Policy 3 - Market Approach
- Health Services Act (1988)
- Asset Management Accountability Framework (Dept. Treasury & Finance, 2016)

### Links to other Casterton Memorial Hospital documents

## EMERGENCY PROCUREMENT PLAN

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- Procurement Framework
- Procurement Policy
- Procurement Annual Planning Procedure
- Procurement Individual Activity Procedure
- Procurement Complaints Management Procedure