**Authorisation under clause 4 of the *Public Works and Procurement Regulation 2019***

Pursuant to clause 4(1) of the *Public Works and Procurement Regulation 2019* (“the Regulation”), I, **[insert name]**, **[title]**, [being a person nominated by **[title of agency head]** for the purposes of clause 4(1) of the Regulation,[[1]](#footnote-2)]authorise the procurement by **[agency]** of:

1. the goods and services specified in Column 1 of Schedule 1 to this instrument,
2. up to the relevant value specified in Column 2 of Schedule 1 to this instrument,

being goods and services of a kind, and in the amount, necessary to meet the immediate needs of the **[name emergency[[2]](#footnote-3)]**.

This authorisation commences on **[insert date]**, and ceases to be in effect on **[insert date]**.

**[Interpretation[[3]](#footnote-4)**

e.g. “COVID-19 Emergency means the 2020 COVID-19 pandemic, including (without limitation) its administrative and financial effects on [agency]**]**

**[signatory]**

**[title]**

Date

**SCHEDULE 1**

|  |  |
| --- | --- |
| **1. Goods and Services** | **2. Relevant value** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Delete the sentence in square brackets if the authorisation is being given by the agency head directly, instead of their nominee [↑](#footnote-ref-2)
2. If longer-form description is required for the emergency, give emergency a title (e.g. “the COVID-19 Emergency”), then define that title under the “Interpretation” heading [↑](#footnote-ref-3)
3. Delete if “Interpretation” section is not required [↑](#footnote-ref-4)