

Procurement Exemptions

Please refer to the below list of **approved exemptions** to the **procurement process and/or the requirement for a purchase order**.

Procurement activities which are noted as exempt from the Procurement Process, do not require a sourcing activity or obtaining of comparison quotes. Procurement activities, which are noted as exempt from a Purchase Order can have an invoice submitted into Basware for payment without matching to a corresponding Purchase Order.

Please note that procurement activities less than, or equal to AU\$5,000 (excluding GST and subject to the conditions below) do not require a purchase order.

Conditions:

- Purchases within regulated categories (e.g. drones, chemicals, software etc) as listed on the 'Regulated Procurement Categories' WesternNow Knowledge Article, still require a procurement request, relevant SME approvals and a purchase order.
- Procurement activities/invoices must not be split into multiple parts to be under the \$5,000 threshold to avoid non-compliance with the Delegation of Authority policy.

For more assistance, please reach out to your [Procurement Business Partner](#).

Sr.no	Exemption description	Exemption to Procurement Process	Exemption to Purchase Order
1	Mandatory Government, Statutory Body, Council Rates and/or Taxes	Y	Y
2	Site Water Supply/Usage	Y	Y
3	Annual Stipends	Y	Y
4	Fees associated with Banking, Interest, Financial Facilities	Y	Y
5	Royalties and Rebates	Y	Y
6	Divestment Services (for divestment of assets etc.)	Y	Y
7	Insurance Services	Y	N
8	Investment Management Fees	Y	Y
9	Payments with PAYG Component	Y	Y
10	Salary Recoup	Y	Y
11	Workers Compensation and Medicals	Y	Y
12	Student Reimbursements and Scholarships	Y	Y
13	Building Leases and Rent	Y	N
14	Disbursement/Transfer of Research Funds to Research Partners in alignment with the grant	Y	Y

15	Research Partnerships and Multiversity Alliances	Y	Y
16	Student Enrolment in Units with Other Universities	Y	Y
17	Road Tolls	Y	N
18	Western Sydney University Trademarks, Patents and Copyrights	Y	Y
19	Organisation Memberships and Partnerships (does not apply to individual memberships)	Y	N
20	Post Tax Contributions for Novated Leases	Y	Y

Regulated Procurement Categories

Certain goods and services are regulated and require consultation with identified Subject Matter Experts (SMEs) prior to the initiation of a procurement activity. These SMEs possess specialised knowledge and oversight in their respective areas, ensuring compliance and quality standards are met.

In some instances, these SMEs may directly provide or arrange the necessary goods or services, in other cases they may only need to review the proposed procurement and offer expert advice. Regardless of the scenario, engaging these SMEs is a critical step in the procurement process.

To streamline this process, your Procurement Business Partner is available to support you every step of the way. They will facilitate the engagement with the appropriate SMEs, ensuring all necessary consultations are conducted efficiently and effectively.

Please ensure you reach out to your [Procurement Business Partner](#) for support when intending to procure from these categories.

Sr.no	Categories
1	Information, Technology & Digital Services <ul style="list-style-type: none"> o All IT software licensing o Specialised IT equipment and services o Desktop telephones/mobile phones and services o Non-standard IT tablets and desktop computer equipment o Networking equipment and services (web, cloud, or hosting)
2	University General Counsel <ul style="list-style-type: none"> o Legal services
3	Finance <ul style="list-style-type: none"> o Travel o Insurance
4	Work Health, Safety & Wellbeing <ul style="list-style-type: none"> o Ergonomic setup equipment o Hazardous chemicals o Prohibited/restricted carcinogens (schedule 10) o Scheduled drugs and poisons o Chemicals of security concern o Industrial chemicals o Radiation apparatus and/or radioactive substances o Disposal of hazardous chemical/s
5	Teaching & Research Technical Services (TRTS) <ul style="list-style-type: none"> o Scientific equipment, including routine maintenance o Drones o Hazardous chemicals

	<ul style="list-style-type: none"> o Prohibited/restricted carcinogens (schedule 10) o Scheduled drugs and poisons o Chemicals of security concern o Industrial chemicals o Radiation apparatus and/or radioactive substances o Disposal of hazardous chemical/s
6	Operations & Commercial <ul style="list-style-type: none"> o Facilities management o Grounds maintenance o Cleaning o General waste and recycling o Environmental Management o Capital works, furniture, interiors, space management o Signage, events o Relocations o Fleet vehicles
7	DVC Education <ul style="list-style-type: none"> o Courses and Units by Third Party Providers (onshore and offshore)
8	Procurement <ul style="list-style-type: none"> o Stationery and office supplies
9	Marketing <ul style="list-style-type: none"> o Enterprise/Entity marketing services
10	Office of People <ul style="list-style-type: none"> o Recruitment