***Text Legend*** *Delete this legend before finalising the document*

*Red text is an instruction and should be deleted after reading*

*Blue text should be edited or deleted as required. Change Blue text to Black if keeping*

*Black text should generally be considered as fixed text*

*[Goods/services/works procurement templates - Request for Exemption from Submission to the Relevant Review Committee]*

Request for Exemption

From Submission to the Relevant Review Committee

*[Edit the following as applicable]*

|  |  |
| --- | --- |
| Procurement of: | For an individual Procurement, detail the good / service / work requirement or For multiple Procurements, enter Refer section 1 |
| Contract term: | [number] months/years, with [number] options to extend, each of [number] month/year duration *[delete options details if no extension options]* or Refer section 1 |
| Total Estimated Value of Procurement: | $[Value] including GST *[The value is to be for the entire contract term including extension options]* or Refer section 1 |
| State Agency: | [name of State Agency] |
| Date prepared: | [Day Month Year] |
| Prepared by: | [State Agency officer name][State Agency officer title][Email][Phone number] |

***State Agency obligations***

*For a number of the* [*Western Australian Procurement Rules*](https://www.wa.gov.au/government/multi-step-guides/western-australian-procurement-rules) *(Rules), exemptions and/or approvals are required.*

*An exemption is identified within a Rule by the statement that the decision, as approved by the Authorised Officer, is to be recorded in the State Agency’s exemption register. A State Agency must establish and maintain an exemption register (Rule F4) and all exemptions must be recorded in the exemption register.*

*For approvals, the Rule will identify the decision needs to be approved by the Authorised Officer.*

*These decisions are to be recorded in writing and this template can be used to record the justification for the exemption and/or approval decision as well as the Authorised Officer’s approval.*

*This template is only for requests for an exemption from submission to the Relevant Review Committee [Rules C3 (3) (a) & (b) and D7 (4) (a) & (b) and F7 (2) (b)].*

*Refer to the following for other types of exemptions and/or approvals. The templates are available on* [*wa.gov.au*](https://www.wa.gov.au/organisation/department-of-finance/procurement-templates-guides-and-resources)*.*

* *Exemptions*
	+ *Request for Exemption – [Rules C2.2 (b) (ii), C2.3 (2), C5.2.A & B, D8.2 (1) and/or E3.2 (a) or (b), E1 (2) and F5 (6)]*
	+ *Requests for an exemption from Project Bank Account requirements – [Rule F9 (2) (b)] are to be requested, in writing, from the Deputy Director General, Advisory Services, Department of Finance*
* *Approvals*
	+ *Request for Exemption – [Rules C2.2 (c), C2.5 (1) and D2.4.A & B]*
	+ *Request for approval of alternative arrangements for not purchasing from a mandatory Common Use Arrangement (CUA) – [Rule C2.2 (b) (i)] – Information on how to request an approval is contained in the* [*Purchase from a CUA or my Agency’s Panel Arrangements Guideline*](https://www.wa.gov.au/government/multi-step-guides/procurement-guidelines/procurement-planning-individual-purchases-guidelines/purchase-cua-or-my-agencys-panel-arrangements-guideline)*.*
	+ *Request approval to establish or vary a Cooperative Procurement Arrangement – [Rule C2.4 (1)]*
	+ *Template – Approval of Variations (including extensions past the final expiry date) – [Rules E2.1 and E2.2]*

***Notes***

*The request for exemption must be approved by the State Agency’s Authorised Officer before submission to the Relevant Review Committee or to the Deputy Director General Advisory Services, Department of Finance (DDG, Finance).*

*The completed form is to be emailed to the following, as applicable:*

* *State Tender Review Committee, please email to:* *strc@finance.wa.gov.au*
* *Community Services Procurement Review Committee, please email to:* *csprc@finance.wa.gov.au* *or*
* *DDG, Finance, please email to:* *procurementadvice@finance.wa.gov.au**.*

*Any request for exemption submitted may be reviewed by the Buildings and Contracts area of the Department of Finance prior to submission to the Relevant Review Committee or the DDG, Finance.*

*Where the Rules allow a State Agency to maintain their own review committee, agencies may choose to use this template to facilitate their own approvals.*

# Procurement details

The [State Agency name] requests an exemption from the submission of a procurement plan/s and/or an evaluation report/s to the State Tender Review Committee or the Community Services Procurement Review Committee for

*[If an individual Procurement, detail the required good or service or work. If the Procurement was identified in the Strategic Forward Procurement Plan (SFPP), attach an extract from the SFPP identifying the Procurement]*

*Or*

*[If for multiple Procurements, provide a summary of the Procurements or category/ies of Procurement including proposed terms and values or attach an extract of the SFPP that identifies the specific Procurements or category/ies of Procurement for which the exemption is being sought]*

Attached is an extract of the [State Agency name]’s Strategic Forward Procurement Plan which identifies this/these Procurement/s or category/ies of Procurement.

## Rationale for the exemption

The [State Agency name] views the Procurement/s or category/ies of Procurement identified in section 1 as low risk and routine in nature based on

*[Detail the rationale by which the Procurement/s or category/ies of Procurement have been identified as being low risk and routine in nature, including how the exemption would benefit the procurement process/es. Include or attach any relevant supporting material.*

*Detail what alternative actions or assurance measures will be adopted:*

* *to ensure the objectives of the usual review process are still achieved i.e. reviewed by internal review committee*
* *if the risk level associated with the Procurement/s or category/ies of Procurement is later reassessed at a higher level and*
* *to ensure the State Agency’s approach to the Procurement/s is/are undertaken consistent with the WA Procurement Rules, and Agency Specific Procurement Direction if relevant]*

# Recommendation and undertaking

It is recommended that the State Tender Review Committee endorses or the Community Services Procurement Review Committee endorses or the Deputy Director General Advisory Services, Department of Finance approves this exemption request as detailed.

The [State Agency name] will, where the exemption is endorsed or approved:

* record the exemption in its exemption register
* fulfil all its other obligations under the Western Australian Procurement Rules, processes and Agency Specific Procurement Direction, as applicable
* notify the Department of Finance if the Procurement/s or category/ies of Procurement is/are reassessed as representing a high risk and
* submit any Procurement documentation not yet finalised to the Relevant Review Committee if the exemption is revoked.

# Authorised Officer’s Declaration

I support and approve the rationale for this exemption request.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Contact Number |  |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

# Endorsement of the Relevant Review Committee or Approval of the Deputy Director General Advisory Services, Department of Finance

*[Refer to Rules C3, D7 and F7 as to whether seeking endorsement from a Relevant Review Committee or approval from the Deputy Director General Advisory Services, Department of Finance]*

|  |
| --- |
| **Endorsement by the State Tender Review Committee or Community Services Procurement Review Committee** |
| Name |  |
| Title | Chairperson |
| **Endorsed [ ]** **Not Endorsed [ ]**  | Comments: |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |

Or

|  |
| --- |
| **Approval by the Deputy Director General Advisory Services, Department of Finance** |
| Name |  |
| Title | Deputy Director General Advisory Services |
| **Approved [ ]** **Not Approved [ ]**  | Comments: |
| Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date:\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ |