



Government of **Western Australia**  
Department of **Treasury and Finance**

# Summary of Template and Document Changes – July 2025

**Goods and Services, and Community Services  
Templates and Documents**

**Publication Date:** July 2025

# Contents

Effective Date ..... 1

Overview of Template Changes ..... 1

Further Information ..... 2

**SCHEDULE 1 – GOODS AND SERVICES TEMPLATES ..... 3**

**SCHEDULE 2 – WRITTEN QUOTE TEMPLATE SUITE (WQTS) ..... 5**

**SCHEDULE 3 – COMMUNITY SERVICES TEMPLATES ..... 6**

# Introduction

---

## Effective Date

The changes described below were published on [WA.gov.au](https://www.wa.gov.au) on 1 July 2025.

## Overview of Template Changes

Relevant templates have been updated to respond to the following matters:

Overview of template changes	Affected Templates	
	Goods and Services	Community Services
<b>Public Sector Reform (PSR) 2025:</b> The whole-of-government goods and services and community services templates are being updated in phases to reflect changes as a result of the PSR. This first phase of template updates focuses on key contract formation templates and documents. Not every change will be reflected in the published templates as some information, such as new email addresses or webpages, is not yet available. Therefore, State agencies are encouraged to carefully review the templates for accuracy.	Yes	Yes
<b>Offer lodgement/submission by post/hand:</b> The Department of Finance's Tendering Services team have advised that they are changing their postal delivery details for Offers submitted by post. The Osborne Park locked box will cease to operate and mail addressed to that locked box will be redirected to the Finance locked bag in Perth CBD. If you have questions about the change, please contact Tendering Services at (08) 6551 2345 or <a href="mailto:tenderingservices@finance.wa.gov.au">tenderingservices@finance.wa.gov.au</a> .	Yes	No
<b>Aboriginal Procurement Policy:</b> Amendments to templates to align to the updated Aboriginal Procurement Policy, effective 1 July 2025, and to clarify how to incorporate Aboriginal Participation Requirements in standing offer procurements.	Yes	Yes
<b>Information Security Schedule:</b> Drafting instructions amended to increase clarity on when to include the schedule in a Request.	Yes	Yes
<b>ICT Products and Services Schedule:</b> Drafting instructions amended to increase clarity on when to include the schedule in a Request. Also, minor amendments to Schedule content.	Yes	No
<b>Other changes</b> as detailed throughout this document	Yes	Yes

## Further Information

If you require further information about the documents or updates described below, please email [ProcurementAdvice@finance.wa.gov.au](mailto:ProcurementAdvice@finance.wa.gov.au).

If you require further information specifically about the Community Services documents or updates described below, please email Community Services Procurement Policy, [cspp@finance.wa.gov.au](mailto:cspp@finance.wa.gov.au).

## Template and Document Changes

---

The amended documents and clause numbers are described in the following schedules.

# Schedule 1 – Goods and Services Templates

See below for a list of the updated goods and services templates and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au).

Template Title	Key Change Drivers	Description of Changes
Request Conditions & General Conditions of Contract	PSR2025	<ul style="list-style-type: none"><li>• <b>Front Cover</b><ul style="list-style-type: none"><li>• Version updated to July 2025</li></ul></li><li>• <b>Part B General Conditions of Contract</b><ul style="list-style-type: none"><li>• 1. Recitals: Version updated to July 2025.</li><li>• 2.1 Definitions: Definition of 'Potential Customer' amended to remove reference to Finance and instead use full name of the document "Approved Register of Common Use Arrangement Buyers".</li><li>• 35 Termination: Reference to section 454N of the Corporations Act added to clauses 35.1, 35.3, 35.7 and 35.9.</li></ul></li></ul>
Template - Business Case	Dgov Email	<ul style="list-style-type: none"><li>• 2.2 Agency/Stakeholder Research - Update Dgov Contact address.</li><li>• 3.2 Update reference to Procurement Assurance, Systems and Reporting team within the Department of Treasury and Finance.</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025</li></ul>
Template - Procurement Plan	PSR2025 Dgov Email	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li><li>• 1.11 Office of Digital Government Engagement - Update DGov email address</li><li>• 5.1.2 Opportunities for Western Australian regions, regional Western Australians, local industry and SME suppliers to win government business - Update two broken links to Buy Local Policy</li><li>• 5.1.2.2 b) Regional Price Preferences - Update two broken links to Buy Local Policy</li><li>• 6.4 Update reference to Procurement Assurance, Systems and Reporting team within the Department of Treasury and Finance.</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025</li><li>• Throughout the document, check links to WAPRs, Industry Link, Aboriginal Procurement Policy, DCSP Policy and GPDs and update (if required) to reflect information available at time of publishing.</li></ul>
Template - Request for Exemption and or Approval	PSR2025	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025</li></ul>
Template - Verbal Quotations	PSR2025	<ul style="list-style-type: none"><li>• Notes, p2, update broken hyperlink to Buy Local Policy.</li><li>• Notes, p2, remove link to Buying Journey and replace with link to relevant Guideline.</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025.</li><li>• Throughout the document, check links to WAPRs, Industry Link, Aboriginal Procurement Policy, DCSP Policy and GPDs and update (if required) to reflect information available at time of publishing.</li></ul>
Template - Very Simple Purchase	PSR2025	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on p5.</li><li>• Appendix 1, 7 General - Add new defined term in clause 7.1 "Law means any statute, subordinate legislation, or rule or principle of the common law or equity which applies in, to or in respect to the State of Western Australia, either party (including their business and activities), or the Contract."</li><li>• Appendix 1, 7 General - Remove the clause numbering from 7.2, so that all definitions are grouped under clause 7.1. Subsequent clause numbers are adjusted, but as these are not cross-referenced elsewhere in the Very Simple Purchase document, there are no other changes required as a result.</li><li>• Appendix 1, 7.8 Survival - Add the text "and all other provisions of the Contract which expressly or by implication are intended to survive the termination or expiry of the Contract,".</li><li>• Appendix 1, throughout, use defined term Law (Usage of Law and law matched to Simple Contract Terms).</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025</li><li>• Throughout the document, check links to WAPRs, DCSP policy, Buy Local policy and update (if required) to reflect information available at time of publishing.</li></ul>

Template Title	Key Change Drivers	Description of Changes
Template - Request	<ul style="list-style-type: none"> <li>- PSR2025</li> <li>- Tendering Services</li> <li>- Aboriginal Participation Requirements</li> <li>- New RC &amp; GCOC version</li> <li>- Information Security Schedule</li> <li>- Other minor amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li> <li>• Part A clause 1.2.1 Hand and Post Lodgement - Remove Tendering Services address and replace with their contact details.</li> <li>• Part A clause 1.7 Request Conditions - Update to July 2025 version of RC&amp;GCOC.</li> <li>• Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> <li>• Item 16 Confidential Information - Refer drafter to guidance in Schedule 4.</li> <li>• Item 31 Aboriginal Procurement Policy - Aboriginal Participation Requirements - Rewrite condition and drafting instruction.</li> <li>• Item 39 Information Security Schedule - Remove most of the drafting instructions and refer drafter to guidance in Schedule 4.</li> </ul> </li> <li>• Part B section 4 (a) Compliance (iii) Aboriginal Procurement Policy - Aboriginal Participation Requirements - Rewrite compliance requirement and drafting instruction.</li> <li>• Schedule 4 Information Security: Minor edits to instructions, to assist drafters understand when to select Schedule 4.</li> <li>• Version control in footer - Remove 'Finance', update to v. 01072025</li> <li>• Throughout the document, check and update links to WAPRs, Buy Local Policy, Aboriginal Procurement Policy, DCSP Policy and GPDs to reflect information available at time of publishing.</li> </ul>
Template - Request (ICT, CUA, Group Buy and Panel Arrangements)	<ul style="list-style-type: none"> <li>- PSR2025</li> <li>- Tendering Services</li> <li>- Aboriginal Participation Requirements</li> <li>- New RC &amp; GCOC version</li> <li>- Information Security Schedule</li> <li>- ICT Products and Services Schedule</li> <li>- Other minor amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li> <li>• Part A clause 1.2.1 Hand and Post Lodgement - Remove Tendering Services address and replace with their contact details.</li> <li>• Part A clause 1.7 Request Conditions - Update to July 2025 version of RC&amp;GCOC.</li> <li>• Part A clause 2.2 WA Procurement Rules and Government Policies - Update broken link to Buy Local Policy</li> <li>• Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> <li>• Item 21 Confidential Information - Refer drafter to guidance in Schedule 17.</li> <li>• Item 36 Aboriginal Procurement Policy - Aboriginal Participation Requirements - Rewrite condition and drafting instruction.</li> <li>• Item 44 Information Security Schedule - Remove most of the drafting instructions and refer drafter to guidance in Schedule 17.</li> <li>• Item 45 ICT Products and Services Schedule - Remove most of the drafting instructions and refer drafter to guidance in Schedule 18.</li> </ul> </li> <li>• Part B section 4 (a) Compliance (iv) Aboriginal Participation Requirements - Rewrite compliance requirement and drafting instruction.</li> <li>• Schedule 3 Pricing (d) Regional Price Preferences - Update broken link to Buy Local Policy.</li> <li>• Schedule 5 Order Form - New instruction added addressing Aboriginal Participation Requirements under Standing Offers.</li> <li>• Schedule 17 Information Security: Minor edits to instructions, to assist drafters understand when to select Schedule 17.</li> <li>• Schedule 18 ICT Products and Services: <ul style="list-style-type: none"> <li>• Minor edits to instructions, to assist drafters understand when to select Schedule 18.</li> <li>• 6.8 Generative Artificial Intelligence and Automated Decision Making - Clause updated</li> </ul> </li> <li>• Version control in footer - Remove 'Finance', update to v. July 2025</li> <li>• Throughout the document, check and update links to WAPRs, Aboriginal Procurement Policy, DCSP Policy and GPDs to reflect information available at time of publishing.</li> </ul>
Template - Request Cleaning	<ul style="list-style-type: none"> <li>- PSR2025</li> <li>- Tendering Services</li> <li>- New RC &amp; GCOC version</li> <li>- Information Security Schedule</li> <li>- Other minor amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li> <li>• Part A clause 1.2.1 Hand and Post Lodgement - Remove Tendering Services address and replace with their contact details.</li> <li>• Part A clause 1.7 Request Conditions - Update to July 2025 version of RC&amp;GCOC.</li> <li>• Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> <li>• Item 33 Information Security Schedule - Remove most of the drafting instructions and refer drafter to guidance in Schedule 17.</li> </ul> </li> <li>• Schedule 4 Information Security: Minor edits to instructions, to assist drafters understand when to select Schedule 17.</li> <li>• Version control in footer - Remove 'Finance', update to v. July 2025</li> <li>• Throughout the document, check and update links to Buy Local Policy, WAIPS, DCSP Policy and GPDs to reflect information available at time of publishing.</li> </ul>
Template - Request For Quote Cleaning	<ul style="list-style-type: none"> <li>- PSR2025</li> <li>- Tendering Services</li> <li>- New RC &amp; GCOC version</li> <li>- Other minor amendments</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li> <li>• Part A clause 1.2.1 Hand and Post Lodgement - Remove Tendering Services address and replace with their contact details.</li> <li>• Part A clause 1.7 Request Conditions - Update to July 2025 version of RC&amp;GCOC.</li> <li>• Version control in footer - Remove 'Finance', update to v. July 2025</li> <li>• Throughout the document, check and update links to Buy Local Policy, WAIPS, DCSP Policy and GPDs to reflect information available at time of publishing.</li> </ul>
Template - Contract Handover Checklist	<ul style="list-style-type: none"> <li>WAIPS Participation Plan responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Incoming Contract Manager Responsibilities - Include new item to reflect that it is the responsibility of the contracting agency to submit the successful Respondent's WAIPS Participation Plan to WA Industry Link</li> <li>• Version control in footer - Remove 'Finance', update to 01072025</li> </ul>

# Schedule 2 – Written Quote Template Suite (WQTS)

See below for a list of the updated Written Quote Template Suite (WQTS) documents and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au).

Template Title	Key Change Drivers	Description of Changes
Guide to Completing the Written Quote Template Suite (WQTS)	PSR2025	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025</li><li>• Version on front page updated to July 2025</li><li>• Part A - Statement of Requirement - Update broken link to Buy Local Policy</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025.</li><li>• Throughout the document, check and update links to WAPRs, Aboriginal Procurement Policy, DCSP Policy and GPDs to reflect information available at time of publishing.</li></ul>
Template - Request for Quote (WQTS)	PSR2025	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li><li>• Page 2, update the versions for both the Request Conditions and Simple Contract Terms to "July 2025"</li><li>• Version control in footer - Remove 'Finance', update to v. 01072025</li><li>• Throughout the document, check and update links to WAPRs, Aboriginal Procurement Policy, DCSP Policy and GPDs to reflect information available at time of publishing.</li></ul>
Request Conditions (WQTS)	PSR2025	<ul style="list-style-type: none"><li>• Front Cover - version updated to July 2025</li><li>• Version control in footer - Remove 'Finance', update to V 01072025.</li></ul>
Simple Contract Terms (WQTS)	<ul style="list-style-type: none"><li>- PSR2025</li><li>- Definition of Law</li></ul>	<ul style="list-style-type: none"><li>• 14.1 Definitions - Old definition of law deleted and replaced with new definition "<b>Law</b> means any statute, subordinate legislation, or rule or principle of the common law or equity which applies in, to or in respect to the State of Western Australia, either party (including their business and activities), or the Contract."</li><li>• Version control in footer - Remove 'Finance', update to V July 2025</li></ul>

# Schedule 3 – Community Services Templates

See below for a list of the updated community services templates and a summary of the changes. You can view complete copies of the documents at [WA.gov.au](https://www.wa.gov.au).

Template Title	Key Change Drivers	Description of Changes
Process Terms and Conditions - Request for Offers	PSR2025	<ul style="list-style-type: none"><li>• Front Cover - Update Edition to July 2025</li><li>• 1.1 Definitions - Remove reference to Finance in definition of General Provisions</li></ul>
Process Terms and Conditions - Expression of Interest	Definitions clause adjustments	<ul style="list-style-type: none"><li>• Front Cover - Update Edition to July 2025</li><li>• 1.1 Definitions - Remove first paragraph as General Provisions is not defined and the Request for EOI doesn't use terms defined in the General Provisions.</li><li>• 1.1 Definitions - Definition of Request for EOI added, adapted from wording of 'Request' in General Provisions.</li></ul>
Community Services Template - Request for Tender	<ul style="list-style-type: none"><li>- PSR2025</li><li>- Aboriginal Participation Requirements</li><li>- New Process Terms edition</li><li>- Information Security Schedule</li><li>- Other minor amendments</li></ul>	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li><li>• Part C clause 3.2 - Update to July 2025 version of Process Terms and Conditions</li><li>• Part F Key Service Agreement Details:<ul style="list-style-type: none"><li>• Item 14 Quality Standards - Correct cross reference to Quality Standards (section 1.2.5).</li><li>• Item 15 Confidential Information - Refer drafter to guidance in Appendix 2.</li><li>• Item 26 Aboriginal Procurement Policy - Aboriginal Participation Requirements - Rewrite condition and drafting instruction.</li><li>• Item 31 WHS Incident - Correct cross-reference to refer to "clause 15.4 of the General Provisions".</li><li>• Item 32 Information Security Schedule - Remove most of the drafting instructions and refer drafter to guidance in Appendix 2.</li></ul></li><li>• Part G s 7.3.13 Compliance (iv) Aboriginal Participation Requirements - Rewrite compliance requirement and drafting instruction.</li><li>• Appendix 1 Order Form - New instruction added addressing Aboriginal Participation Requirements under Standing Offers.</li><li>• Appendix 2 Information Security: Edits to instructions, to assist drafters understand when to select Appendix 2.</li><li>• Version control in footer - Update to v. 01-07-25</li><li>• Throughout the document, check and update links to APP, DCSP Policy and GPDs to reflect information available at time of publishing.</li></ul>
Community Services Template - Request for Preferred Service Provider	<ul style="list-style-type: none"><li>- PSR2025</li><li>- Aboriginal Participation Requirements</li><li>- New Process Terms edition</li><li>- Information Security Schedule</li><li>- Other minor amendments</li></ul>	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li><li>• Part C clause 3.1 and 3.2 - Update to July 2025 version of Process Terms and Conditions</li><li>• Part F Key Service Agreement Details:<ul style="list-style-type: none"><li>• Item 11 Service Agreement Management Requirements - Correct cross reference to Qualitative Requirements (section 7.3).</li><li>• Item 13 Quality Standards - Correct cross reference to Quality Standards (section 1.2.5).</li><li>• Item 14 Confidential Information - Refer drafter to guidance in Appendix 2.</li><li>• Item 25 Aboriginal Procurement Policy - Aboriginal Participation Requirements - Rewrite condition and drafting instruction.</li><li>• Item 30 WHS Incident - Correct cross-reference to refer to "clause 15.4 of the General Provisions".</li><li>• Item 31 Information Security Schedule - Remove most of the drafting instructions and refer drafter to guidance in Appendix 2.</li></ul></li><li>• Part G s 6.1 - Correct title of Part A and cross-reference to Price Schedule (section 7.3).</li><li>• Part H s 7.2.12 Compliance (iv) Aboriginal Participation Requirements - Rewrite compliance requirement and drafting instruction.</li><li>• Part H s 7.3 Qualitative Criteria - Correct cross-reference in 7.3(a) to section 1.2.4.</li><li>• Appendix 1 Information Security: Edits to instructions, to assist drafters understand when to select Appendix 2.</li><li>• Version control in footer - Update to v. 01-07-25</li><li>• Throughout the document, check and update links to APP, DCSP Policy and GPDs to reflect information available at time of publishing.</li></ul>
Community Services Template - Registration of Interest	- PSR2025	<ul style="list-style-type: none"><li>• Minor amendments related to PSR 2025</li></ul>
Community Services Template - Expression of Interest (EOI)	<ul style="list-style-type: none"><li>- PSR2025</li><li>- New Process Terms edition</li><li>- Other minor amendments</li></ul>	<ul style="list-style-type: none"><li>• Throughout the document, updates related to PSR 2025, including a note to drafters regarding PSR 2025 updates on front cover.</li><li>• Throughout the document, corrections to defined and undefined terms</li><li>• Part A clause 1.2 - Remove reference to particular edition of Process Terms, and replace with a prompt for the drafter to insert current edition.</li><li>• Footer - Replace 'Request' with 'Request for EOI' and update version to v. 01-07-25</li><li>• Throughout the document, check and update links to reflect information available at time of publishing.</li></ul>

END OF SUMMARY OF CHANGES