



Procurement Templates and Documents – Summary of Changes

Goods and Services, and Community Services
Templates and Documents

January 2026

Introduction

Purpose

This document provides information to State agencies about changes to the Goods and Services, and Community Services Templates and Documents available on WA.gov.au.

Release Date

The changes described below will be published on WA.gov.au throughout January and February 2026.

Please note that the version date in the footer of each template or document is a nominal date for administrative document control. It indicates the approximate date on which the publication copy was finalised, rather than an exact publication date of the document.

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
Public Sector Reform (PSR) 2025: The whole-of-government goods and services and community services templates have been updated in phases to reflect changes as a result of the 2025 Public Sector Reform. This is the third and final phase of template updates and captures mainly contract management templates and documents. The updates reflect information available at the time of publishing, and therefore State agencies are encouraged to continue to review templates for accuracy as Public Sector Reform continues to be implemented across the sector.	Yes	Yes
Hyperlinks: Hyperlinks have been checked throughout the documents and updated where required.	Yes	Yes
Other changes as detailed throughout this document.	Yes	Yes

Further Information

The Department of Treasury and Finance has also recently published updated [Procurement Guidelines](#) to reflect changes as a result of Public Sector Reform.

If you require further information about the documents or updates described below, please email ProcurementAdvice@dtf.wa.gov.au.

If you require further information specifically about the Community Services documents or updates described below, please email Community Services Procurement Policy at cspp@dtf.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.

Template Title	Description of Changes
All affected templates	<ul style="list-style-type: none"> Version control in footer - Remove 'Finance' (if it is included in the version control), update to v. 15012026 or v. 15-01-2026.
Template - Risk Workbook	<ul style="list-style-type: none"> "Risk Assessment Details" tab: Change references to Department of Finance representatives to Department of Housing and Works representatives.
Template - Buyers Guide (Agency Specific Panel Arrangements)	<ul style="list-style-type: none"> 6.2 Purchasing Process/Order Form: Change 'Department of Jobs, Tourism, Science and Innovation' to 'Department of Energy and Economic Diversification'. Remove 'Finance' from footer.
Template - Contract Management Plan (Agency Specific)	<ul style="list-style-type: none"> Minor changes throughout the document related to PSR 2025 (and reflecting information available at time of publishing). These include: Finance changed to DTF or DOHW; JTSI changed to DEED; GPD references updated; hyperlinks checked and updated if required. 5.7.4 Aboriginal Procurement Policy: Specific percentage target prompts replaced with a prompt to 'insert percentage', reflecting the Request templates.
Template - Contract Management Outline - Low Risk	<ul style="list-style-type: none"> Minor changes throughout the document related to PSR 2025 (and reflecting information available at time of publishing). These include: Finance changed to DTF or DOHW as context required; hyperlinks checked and updated if required.
Contract Review Form - Low Risk	<ul style="list-style-type: none"> Debarment hyperlinks updated.
Contract Review Report	<ul style="list-style-type: none"> Debarment hyperlinks updated.
Template - Approval of Variations	<ul style="list-style-type: none"> Minor changes throughout the document related to PSR 2025 (and reflecting information available at time of publishing). These include: Finance changed to DOHW; hyperlinks checked and updated if required.
File Note – Novation or Assignment Party Details	<ul style="list-style-type: none"> Minor changes throughout the document related to PSR 2025 (and reflecting information available at time of publishing). These include: Finance changed to DTF; hyperlinks checked and updated if required.
Template - Novation of Contract Deed	<ul style="list-style-type: none"> Front cover and under Parties (page 3): update the CUA Contract Authority to reflect the Request - ICT, CUA Template. 5.3 Continuing Party Address: Update Finance to DTF
Template - Assignment of Contract Deed	<ul style="list-style-type: none"> Front cover and under Parties (page 3): update the CUA Contract Authority to reflect the Request - ICT, CUA Template. 5.3 Continuing Party Address: Update Finance to DTF.

Schedule 2 – 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.

Template Title	Description of Changes
All affected templates	<ul style="list-style-type: none"> • Version control in footer - Remove 'Finance' (if it is included in the version control), update to v. 15012026 or v. 15-01-2026
Community Services Templates - Risk Workbook	<ul style="list-style-type: none"> • Minor changes throughout the document related to: <ul style="list-style-type: none"> - PSR 2025 (and reflecting information available at time of publishing). These include: Finance changed to DTF or DOHW as context required; email addresses and hyperlinks checked and updated if required. - References to RiskCover replaced with the Insurance Commission of Western Australia (ICWA) - Small updates to align with the 2021 version of G&S Risk Workbook • 1.1 Risk Tools: Remove two risk tools that are no longer available (“using the access database provided by RiskCover; using RiskCover’s online tool”) • 3.2.2 under Service Agreement Management: Correct typo under ‘Manage Transition’ that referred to WAPR Rule E1 as Rule E’i’.
Community Services Template - Service Agreement Management Plan	<ul style="list-style-type: none"> • Minor changes throughout the document related to PSR 2025 (and reflecting information available at time of publishing). These include: Finance changed to DTF; email addresses and hyperlinks checked and updated if required. • 4.4 Aboriginal Procurement Policy: Minor edits throughout this section. Specific percentage target prompts replaced with a prompt to 'insert percentage', reflecting the Request templates.
Community Services Template - Preferred Service Provider - Review and Assessment Report	<ul style="list-style-type: none"> • Throughout the document, links checked and updated • Front cover instructions: Remove reference to Buying Journey 9
Community Services Template - Preferred Service Provider - Variation Approval	<ul style="list-style-type: none"> • Throughout the document, links checked and updated • Front cover instructions: Remove reference to Buying Journey 9
Community Services Templates - Novation Deed	<ul style="list-style-type: none"> • Front cover instruction, last paragraph: Remove reference to 'Department of Finance' and replace with 'State Party'.