



Procurement Templates and Documents – Summary of Changes

Goods and Services, and Community Services
Templates and Documents

May 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 in May 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
<p>Privacy and Responsible Information Sharing Act 2024 (PRIS Act): The goods and services and community services contractual templates have been updated to ensure that information provided by individuals to government agencies will be dealt with in accordance with the requirements of the PRIS Act, whether the government agency outsources some of its functions or not. Refer below for more information on the PRIS Act.</p> <p>The template updates have:</p> <ul style="list-style-type: none">strengthened the baseline privacy obligations imposed on contractors or service providers under the privacy clauses of contract conditions documents; andadded template functionality allowing agencies to ‘switch on’ a new clause which requires the Contractor or Service Provider to directly comply with the PRIS Act. This is intended for use in cases where the Contractor or Service Provider will be providing Services and, following an assessment of privacy risks, the procuring agency deems it appropriate and reasonable.	Yes	Yes

Overview of template changes	Affected Templates	
	Goods and Services	Community Services
Exemption and Approvals: The Request for Exemption template and the Evaluation Report template have been reviewed for consistency with the WA Procurement Rules and adjusted as required.	Yes	No
Audit of Employment and Industrial Relations Practices: Minor amendments throughout the <i>Audit of Employment and Industrial Relations Practices</i> clause and additional sub-clause added. Amendments developed in consultation with Supplier Wage Audit Unit and State Solicitor's Office.	Yes	Yes
Other changes as detailed throughout this document.	Yes	Yes

The PRIS Act

From 1 July 2026, new privacy and data sharing laws commence under the *Privacy and Responsible Information Sharing Act 2024* (PRIS Act), which will:

- Set clear principles and standards for how government agencies collect, use, store, and share an individual's personal information.
- Allow agencies to share information only if they follow clear principles for risk, decision-making, and transparency.
- Ensure Aboriginal people are involved when sharing data that affects Aboriginal people and communities.

From 1 January 2027, government agencies will be required to report serious data breaches to the Information Commissioner and to the people affected.

The new privacy and data sharing obligations will apply to WA public sector entities, including local governments, non-SES organisations, government trading enterprises and public universities. Ministers and Parliamentary Secretaries are subject to the new laws in their capacity as members of the Executive Government.

Organisations that are party to a government contract may be subject to the privacy obligations if the contract stipulates this.

Further Information

Further information about the PRIS Act is available on WA.gov.au, or by contacting the [Office of the Information Commissioner](#) on [\(08\) 6551 7888](tel:(08)65517888) or info@oic.wa.gov.au.

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
Template - Request for Exemption and or Approval	<ul style="list-style-type: none"> • Front cover: Deleted the note about Public Sector Reform 2025. • Version control in footer: Update to v. 01052026 • For consistency, all references to 'State Agencies' now have both words capitalised. • Pg 2 State Agency obligations: Deleted 4th paragraph beginning 'Where an exemption is obtained...' and added a new paragraph addressing agency exemption registers. • Pg 2 Other exemption or approval templates: Added correct reference to Rule C2.2 (1) (b) & (1) (c) relevant to approval of alternative arrangements to CUAs. • 1.1 Contract Term: Deleted 'requires an exemption to be approved' and replaced with 'requires written approval by the Authorised Officer'. • 2.1 Exemptions: <ul style="list-style-type: none"> - Deleted the section relating to 'Rule C2.3 (2)' and added as a new section in 2.2 Approvals. Subsequent clause numbering adjusted. - Deleted the section relating to 'Rule F5 (6)' and added as a new section in 2.2 Approvals. • 2.1.1: Updated Rules reference to C2.2 (1) (d) (Purchase outside a mandatory CUA in an Emergency Situation) • 2.1.3 Rule C5 Exemption from appropriate procurement method: Rule references checked and clarified where appropriate. • 2.1.4 Rule D8.2 and/or Rule E3.2: Removed the sub-sections from this title, as the entire of D8.2 and E3.2 relate to exemptions. • 2.1.5 Rule E1 (2) and (3): Added section (3) to title it includes the requirement to record in exemption register. • 2.2.1 Rule C2.2 (1) (e): Correct Rules sub-section reference from (c) to (e). • 2.2.2 Added new section for Rule C2.3 (2) which previously appeared in 2.1 Exemptions. Subsequent clause numbering adjusted. • 2.2.4 Rule D2.4 Approval to Specify Proprietary Products: Added instruction <i>[An approval to specify a Proprietary Product is only required where the agency will be engaging in a competitive process.]</i> • 2.2.4 Edited Rule D2.4.B to reflect that since PSR 2025, Rule D2.4B includes provisions for advice to be sought from either DoHW or DTF as the case requires. • 2.2.5 New section for Rule F5 (6) which previously appeared in 2.1 Exemptions. • 4 Recommendation and undertaking: Second paragraph amended to read 'record all exemptions and relevant approvals...' • 6 Advice from DoHW: Added an instruction referring to Rule D2.4B and advising agencies to amend section 6 where the procurement requires DTF advice to be obtained.

Template Title	Description of Changes
Template - Evaluation Report	<ul style="list-style-type: none"> • Version control in footer: Update to v. 01052026 • 1 Evaluation Summary: Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au. • 3 Procurement Development 3.1 Summary: Checked and adjusted section references and language for all exemptions and / or approvals under the Western Australian Procurement Rules.
Request Conditions & General Conditions of Contract	<p>Front Cover</p> <ul style="list-style-type: none"> • Version updated to May 2026 <p>Part B General Conditions of Contract</p> <ul style="list-style-type: none"> • 1. Recitals: Version updated to May 2026. • 2.1 Definitions: <ul style="list-style-type: none"> - Definition of 'Personal Information' amended to 'Personal Information has the meaning given to it in the PRIS Act'. - New definitions added for PRIS Act and Privacy Commissioner. • 6.6 Unsatisfactory Services: Add a space to separate 'Defective' and 'Services' throughout this clause. • 19.8 Data and Information Security: New clause (iv) added requiring the Contractor to provide information to the Contract Authority or Customer on request. • 25 Privacy: <ul style="list-style-type: none"> - Add sub-clause numbering, e.g. 25.1, 25.2... - 25.1 Application of Privacy Laws, 25.3 Obligations, 25.4 Notification: Clause titles added and existing clause content amended. - 25.2 Contractor to Directly Comply with PRIS Act: This is a new clause, which requires the direct compliance with the PRIS Act by the Contractor where the Contractor will be providing Services and, following an assessment of privacy risks, the Contract Authority or Customer deems it appropriate and reasonable. This clause 25.2 only applies (a) upon commencement of Part 2 Division 11 of the PRIS Act and (b) if the Head Agreement and/or Customer Contract states that it applies. - 25.5 Other Matters: New sub-clause. • 36.1 & 36.2 Assignment, Novation etc – Head Agreement & Customer Contract (respectively): Clause 25 Privacy added to the statements that "the Contractor must include in any subcontract provisions consistent with clauses 23, 24, 25 and 26 and this clause 36.1, as if references in those clauses to the Contractor referred instead to the subcontractor;" • 38 Audit of Employment and Industrial Relations Practices: Amendments throughout this clause as requested by the Supplier Wage Audit Unit and the State Solicitor's Office, including the addition of new sub-clause (d). • Convert to .docx

Template Title	Description of Changes
Template - Request (ICT, CUA, Group Buy and Panel Arrangements)	<ul style="list-style-type: none"> • Front cover: Delete the note about Public Sector Reform 2025. • Version control in footer: Update to v. 01052026 • Part A clause 1.7 Request Conditions: Update text and URL to May 2026 version of Request Conditions and General Conditions of Contract. • Part A Schedule 1 Head Agreement Details: <ul style="list-style-type: none"> - Item 18 Privacy: New item allowing drafter to specify whether clause 25.2 of the General Conditions does or does not apply to the Head Agreement. - Update subsequent clause numbering • Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> - Item 28 Privacy: New item allowing drafter to specify whether clause 25.2 of the General Conditions does or does not apply to the Customer Contract. - Update subsequent clause numbering - Item 40 WHS Management Plan: Adjust instruction so it is not impacted when the numbering of Special Conditions changes. - Item 45 Information Security Schedule: Reflect updated clause numbering in Schedule 17. - Item 46 ICT Products and Services Schedule: Adjust instructional text so it is not impacted when the numbering of Special Conditions changes. • Part B section 4 Disclosures (iv): Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au. • Schedule 17 Information Security: Delete clause 4 Provision of Information as it is now covered in clause 19.8(iv) of the General Conditions. Update subsequent clause numbering throughout Schedule 17.
Template - Request	<ul style="list-style-type: none"> • Front cover: Delete the note about Public Sector Reform 2025. • Version control in footer: Update to v. 01052026 • Part A clause 1.7 Request Conditions: Update text and URL to May 2026 version of Request Conditions and General Conditions of Contract. • Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> - Item 23 Privacy: New item allowing drafter to specify whether clause 25.2 of the General Conditions does or does not apply to the Customer Contract. - Update subsequent clause numbering. - Item 35 WHS Management Plan: Adjust instruction so it is not impacted when the numbering of Special Conditions changes. - Item 40 Information Security Schedule: Reflect updated clause numbering in Schedule 4. • Part B section 4 Disclosures (iv): Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au. • Schedule 4 Information Security: Delete clause 4 Provision of Information as it is now covered in clause 19.8(iv) of the General Conditions. Update subsequent clause numbering throughout Schedule 4.

Template Title	Description of Changes
Template - Request Cleaning	<ul style="list-style-type: none"> • Front cover: Delete the note about Public Sector Reform 2025. • Version control in footer: Update to v. 01052026 • Part A clause 1.7 Request Conditions: Update text and URL to May 2026 version of Request Conditions and General Conditions of Contract. • Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> - Item 19 Privacy: New item allowing drafter to specify whether clause 25.2 of the General Conditions does or does not apply to the Customer Contract. - Update subsequent clause numbering - Item 29 WHS Management Plan: Adjust instruction so it is not impacted when the numbering of Special Conditions changes. - Item 34 Information Security Schedule: Adjust this instruction so that it is not impacted when the numbering of Special Conditions changes. • Part B section 4 Disclosures (v): Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au.
Template - Request For Quote Cleaning	<ul style="list-style-type: none"> • Front cover: Delete the note about Public Sector Reform 2025. • Version control in footer: Update to v. May 2026 • Part A clause 1.7 Request Conditions: Update text and URL to May 2026 version of Request Conditions and General Conditions of Contract. • Part A Schedule 1 Customer Contract Details: <ul style="list-style-type: none"> - Item 13 Privacy: New item allowing drafter to specify whether clause 25.2 of the General Conditions does or does not apply to the Customer Contract. - Update subsequent clause numbering • Part B section 4 Disclosures (v): Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au.

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
<p>General Provisions for the Purchase of Community Services</p>	<ul style="list-style-type: none"> • Version updated to May 2026 • 1.2 Definitions: <ul style="list-style-type: none"> - Definition of 'Personal Information' amended to 'Personal Information has the meaning given to it in the PRIS Act'. - New definitions added for PRIS Act and Privacy Commissioner. • 10 Privacy: <ul style="list-style-type: none"> - Add sub-clause numbering, e.g. 10.1, 10.2... - 10.1 Application of Privacy Laws, 10.3 Obligations, 10.4 Notification: Clause titles added and existing clause content amended. - 10.2 Service Provider to Directly Comply with PRIS Act: This is a new clause, which requires the direct compliance with the PRIS Act by the Service Provider where the Service Provider will be providing Services and, following an assessment of privacy risks, the State Party deems it appropriate and reasonable. This clause 10.2 only applies (a) upon commencement of Part 2 Division 11 of the PRIS Act and (b) if the Service Agreement states that it applies. - 10.5 Other Matters: New sub-clause. • 15.5 Data and Information Security: New clause (iv) added requiring the Service Provider to provide information to the State Party on request. This clause came from Appendix 2 (clause 4) of the Community Services Request template. • 28 Audit of Employment and Industrial Relations Practices: Amendments throughout this clause as requested by the Supplier Wage Audit Unit and the State Solicitor's Office, including the addition of new sub-clause (d).
<p>Process Terms and Conditions - Request for Offers</p>	<ul style="list-style-type: none"> • Document version updated to May 2026 • 1.1 Definitions - Update reference to General Provisions to May 2026 version.

Template Title	Description of Changes
Community Services Template - Request for Tender	<ul style="list-style-type: none"> • Updated first page header in line with common badging requirements • Front cover: Delete the note about Public Sector Reform 2025. • Version control in footer - Update to v. 01-05-26 • Part A clause 1.2.4 Statement of Requirements - Update reference to General Provisions to May 2026 version. • Part C clause 3.1 & 3.2: Update reference to Process Terms and General Provisions editions to May 2026. Tidy up links in this section. • Part F: Key Service Agreement Details: <ul style="list-style-type: none"> - Item 28 WHS Management Plan: Adjust instruction so it is not impacted when the numbering of Special Conditions changes. - Item 32 Information Security Schedule: Reflect updated clause numbering in Appendix 2. - Item 33 Privacy - New item allowing drafter to specify whether clause 10.2 of the General Provisions does or does not apply to the Service Agreement. • Part H section 7.1 Respondent Details: Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au. • Appendix 2 Information Security: Delete clause 4 Provision of Information as it is now covered in clause 15.5(iv) of the General Provisions. Update subsequent clause numbering throughout Appendix 2.
Community Services Template - Request for Preferred Service Provider	<ul style="list-style-type: none"> • Updated first page header in line with common badging requirements • Front cover: Delete the note about Public Sector Reform 2025. • Version control in footer - Update to v. 01-05-26 • Part A clause 1.2.4 Statement of Requirements - Update reference to General Provisions to May 2026 version. • Part C clause 3.2 Terms and Conditions of this Procurement Process: Update reference to Process Terms and General Provisions editions to May 2026. Tidy up links in this section. • Part F: Key Service Agreement Details: <ul style="list-style-type: none"> - Item 27 WHS Management Plan: Adjust instruction so it is not impacted when the numbering of Special Conditions changes. - Item 31 Information Security Schedule: Reflect updated clause numbering in Appendix 1. - Item 32 Privacy - New item allowing drafter to specify whether clause 10.2 of the General Provisions does or does not apply to the Service Agreement. • Part H section 7.1 Respondent Details: Update Aboriginal Business Directory address to https://abdwa.icn.org.au/ as per Aboriginal Procurement Policy – Agency Practice Guide on WA.gov.au. • Appendix 1 Information Security: Delete clause 4 Provision of Information as it is now covered in clause 15.5(iv) of the General Provisions. Update subsequent clause numbering throughout Appendix 1.

Schedule 3 – Guidelines and Model Clauses

See below for a summary of the changes. You can view complete copies of the documents at WA.gov.au.

Template Title	Description of Changes
Supplier Wage Audit - Model Clauses Guideline	<ul style="list-style-type: none">• SSO amendments to Audit of Employment and Industrial Relations Practices model clause driven by Supplier Wage Audit Unit (SWAU) at DLGIRS.