



# **Procurement Templates and Documents – Summary of Changes**

Goods and Services Templates and Documents

**June 2026**

# Introduction

## Purpose

This document provides information to State agencies about changes to the Goods and Services Procurement Templates and Documents available on [WA.gov.au](http://WA.gov.au).

## Release Date

The changes described below will be published on [WA.gov.au](http://WA.gov.au) in June 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><b><i>Privacy and Responsible Information Sharing Act 2024 (PRIS Act):</i></b></p> <p>In May 2026, DTF updated the whole-of-government templates for goods, services and community services contracts with estimated value of over \$250,000. The updates support the implementation of the <i>Privacy and Responsible Information Sharing Act 2024 (PRIS Act)</i>.</p> <p>Related changes have now been made to the procurement templates that agencies use for contracts under \$250,000. The privacy clauses in these templates have been drafted by the State Solicitor's Office with reference to the scope of procurements that these templates can be used for.</p>	Yes	Yes
<b>Other changes</b> 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](https://www.wa.gov.au), or by contacting the [Office of the Information Commissioner](#) on (08) 6551 7888 or [info@oic.wa.gov.au](mailto:info@oic.wa.gov.au).

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

Template Title	Description of Changes
Very Simple Purchase Template	<ul style="list-style-type: none"> <li>• Version control in footer: Update to v. 01062026</li> <li>• When not to use the VSP template instructions (p1): Add specific bullet point regarding PRIS and elevated privacy risks associated with personal information that will be shared, stored or otherwise handled in connection with the contract. Also refer drafters to agency PRIS readiness teams and/or the Office of the Information Commissioner for further guidance on PRIS;</li> <li>• WA Supplier Debarment Regime Instructions (p1): Correct outdated link. Replace with link to Tenders WA homepage, where there is a stable quick link to the 'Debarred Suppliers' page on Tenders WA.</li> <li>• Agreement table 'Price' item (p6), and 'Acceptance by Customer' section (p7): Small changes to guidance/prompts sections to clarify/reiterate information in 'Instructions' section around confirming price with Supplier prior to completing template or accepting offer.</li> <li>• <b>Appendix 1 – Very Simple Contract Terms</b> <ul style="list-style-type: none"> <li>• 5.7 Privacy: Add new clause to s5. Supplier's Obligations, to facilitate Customer compliance with PRIS Act.</li> <li>• 7 General: Add new definitions to 7.1 for Customer Personal Information, Personal Information, PRIS Act.</li> <li>• 7.7 Survival: Add cross-reference to privacy clause. Fix issue with the cross reference to clause 2.1.</li> </ul> </li> </ul>

# Schedule 2 – Written Quote Template Suite

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](http://WA.gov.au).

Template Title	Description of Changes
Simple Contract Terms (WQTS)	<ul style="list-style-type: none"><li>• Version updated to June 2026</li><li>• 8.9 Privacy: Add new clause to s5. Supplier's Obligations, to facilitate Customer compliance with PRIS Act.</li><li>• 13.6 Survival: Add cross-reference to privacy clause.</li><li>• 14.1 Definitions: Add new definitions for Customer Personal Information, Personal Information, PRIS Act.</li></ul>
Template - Request for Quote (WQTS)	<ul style="list-style-type: none"><li>• Version updated to 01062026</li><li>• Front cover: Delete the note about Public Sector Reform 2025.</li><li>• Page 2: Update cross reference to June 2026 version of Simple Contract Terms.</li></ul>
Guide to Completing the Written Quote Template Suite (WQTS)	<ul style="list-style-type: none"><li>• Version updated to 01062026</li><li>• 2. When to use the Written Quote Template Suite: Add new bullet point to specifically highlight PRIS Act and elevated privacy risks associated with personal information that will be shared, stored or otherwise handled in connection with the contract. Refer drafters to agency PRIS readiness teams and/or the Office of the Information Commissioner for further guidance on PRIS.</li></ul>