*Note: State agencies* ***must*** *not extend the scope or duration of Service Agreements with debarred or suspended Service Providers as identified under the* [*Western Australian Debarment Regime*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies)*. Refer to the* [*Excluded Suppliers*](https://www.tenders.wa.gov.au/watenders/news/browse.do?CSRFNONCE=BC47BF6C8B895C8C0C0CB75B4FF0C4AF&&ss=1) *page on Tenders WA for more information. If a Service Provider is debarred or suspended, refer to the* [*Debarment Regime: Guide for Western Australian Government agencies*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies) *–* [*Contracts with excluded suppliers and subcontractors*](https://www.wa.gov.au/government/publications/debarment-regime-guide-western-australian-government-agencies#contracts-with-excluded-suppliers-and-subcontractors) *section for further information.*

Our ref : file number

Your ref : xxx *[delete if not available]*

Enquiries : name of contract manager

Telephone : [number]

[Name]

[Position]

[Organisation]

[Address]

[Suburb State Postcode]

Dear [Name]

# Variation Confirmation for Service Agreement Number xxx for [Title of Service Agreement]

The [name of State Party] confirms the following variation/s for the above Service Agreement agreed between [name of State Party] and [name of Service Provider] at meeting/s held on [insert date/s] and/or as detailed in the letter/s and/or email/s dated [insert date/s].

The variations shown below/attached are effective from [insert date]. All other terms and conditions remain unaltered.

The [name of State Party] hereby varies Service Agreement Number xxx for [title of Service Agreement] as follows:/attached. *[Ensure the variations are clearly articulated and are as agreed with the Service Provider and as detailed in the Service Agreement Variation Approval. Attach a schedule if there are a large number of variations or they require detailed explanation.]*

* Price or price schedule variation[[1]](#footnote-1)

The new agreed Service Agreement value including GST is $xxx,xxx.

* Volume of services variation[[2]](#footnote-2)
* Term variation (including extension options)

The new agreed Service Agreement expiry date is [insert date].

* Service model variation
* Domain and community outcomes variation as per the [Outcomes Measurement Framework](https://www.wa.gov.au/government/publications/community-services-outcomes-measurement-framework)
* Service level outcomes/indicators variation
* Location of services variation
* Quality standards variation
* National Principles for Child Safe Organisations variation *[add this clause if not already in the Service Agreement]*:

[In relation to Services that comprise or involve “child-related work” (as defined in section 6 of the *Working with Children (Criminal Record Checking) Act 2004 (WA)*), the Service Provider agrees to implement the National Principles for Child Safe Organisations (<https://childsafe.humanrights.gov.au/national-principles/download-national-principles>).]

* Service review dates variation.

If you have any queries please contact [name of contract manager], telephone (08) xxxx.

Yours sincerely

[Name of Authorised Officer]

[Position]

[date]

1. This variation has been confirmed as sustainable by [name of Service Provider]. [↑](#footnote-ref-1)
2. This variation has been confirmed as sustainable by [name of Service Provider]. [↑](#footnote-ref-2)