

# *Help guide* Contract Agreement Extension

The NSW Department of Education is extending to **31 December 2023** the current term of the Assisted School Travel Program (ASTP) Eligible Service Provider List Contract Agreement DETP1028 for the provision of transport services.



As part of the *Contract Agreement* extension, Eligible Service Providers (ESP)/contractors must sign two documents: **Deed of Variation** and the **Contract Management Plan**.

Instructions on where to sign are located on the following pages.

## Returning the signed documents

Both signed documents need to be returned to the ASTP before the specified date.

When returning your documents, please ensure you:

- print, sign and scan both documents – **do NOT sign electronically**
- provide all pages in FULL in the correct order
- attach both copies (Deed of Variation and the Contract Management Plan) as two separate PDF files to the email
- include in the subject line: CONTRACT AGREEMENT EXTENSION – *your business (entity) name*
- return both PDFs by email to [businessassurance.astp@det.nsw.edu.au](mailto:businessassurance.astp@det.nsw.edu.au)

# Signing the Deed of Variation – page 7

Please do NOT sign the Deed electronically. Only “wet ink” signatures are acceptable.

Executed as a Deed

**EXECUTED** by the Service Contractor (ABN  
[insert]) in the presence of:

.....  
Signature of Witness

.....  
Signature of Service Contractor

.....  
Name of Witness

.....  
Name of Service Contractor

.....  
Date

**ESP/CONTRACTOR TO COMPLETE**

**NOTE:** Incorporated companies will have a slightly different version to the section above and requires signatures of the Director and Secretary as per the [ASIC Current Company Extract](#). In the event that no secretary has been appointed, two directors can sign OR a **witness** can be the second signatory. The witness must cross out “Director/Secretary” and replace this with “Witness” along with their initials.

**EXECUTED** by the **State of New South  
Wales** through its **Department of Education**  
by its authorised officer in the presence of:

.....  
Signature of Witness

.....  
Signature of Authorised Officer

.....  
Name of Witness

.....  
Name of Authorised Officer

.....  
Address of Witness

.....  
Date

**LEAVE BLANK**

# Signing the

## Contract Management Plan – page 2

NSW Department of Education  
Assisted School Travel Program



Eligible Service Provider List [Contract](#) for the Provision of  
Assisted School Travel Services to the Assisted School Travel Program.

### Version Control

| Version | Date      | Prepared By | Comments           |
|---------|-----------|-------------|--------------------|
| 1.0     | 1/08/2020 | NS          | Final              |
| 1.1     | 7/05/2021 | IB          | Contract Extension |

#### Department sign off

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LEAVE BLANK**

#### Supplier sign off

Name \_\_\_\_\_ Position \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**ESP/CONTRACTOR TO COMPLETE**