

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

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