Schedule 6A – Order Variation Template

**Parties**

* + - * 1. Commonwealth of Australia as represented by [insert Agency name and ABN] (**Agency**); and
        2. [Name and ABN of Service Provider] (**Service Provider**)

**Recitals**

* + - * 1. The Agency and the Service Provider are party to an Order dated [insert date] for the provision of [include description of the services].
        2. The parties wish to vary the Order as provided by this Deed of variation.

The parties agree as follows:

The Order is varied in accordance with the terms set out below. Unless specifically stated in this Order Variation, all terms and conditions of the Order continue unaffected.

|  |  |  |
| --- | --- | --- |
| **1.** | **Order Variation number** |  |
| **2.** | **Raised by** |  |
| **3.** | **Details of change (use attachments if required)** |  |
| **4.** | **Implementation date of variation** |  |
| **5.** | **Effect on services** |  |
| **6.** | **Plan for implementing the change [if any]** |  |
| **7.** | **Effect on price [if any]** |  |
| **8.** | **Effect on service levels [if any]** |  |
| **9.** | **Other relevant matters (e.g. transitional impacts)** |  |

**Variation to Order:**

[Insert description of variation]

|  |  |
| --- | --- |
| Agency |  |
| Name (print) |  |
| Position |  |
| Signature |  |
| Date |  |
|  |  |
|  |  |
| Service Provider |  |
| Name (print) |  |
| Position |  |
| Signature |  |
| Date |  |