



WoAG Travel Advice 2017/10

Subject: Extension of the WoAG Accommodation Arrangement

Issue date: 6 April 2017

This advice provides guidance for entities on the extension of the Whole of Australian Government (WoAG) Accommodation Program (Program) with The AOT Group (AOT).

The Department of Finance has executed the remaining six one-month extension options in the WoAG Deed of Standing Offer for Accommodation Program Management Services (Deed). The Deed will now expire on 31 December 2017.

Adjustment of Fees and Charges

The Deed does not permit AOT to alter its fees for the life of the Deed period except on extension, when AOT may increase its Service Fee in line with Consumer Price Index (CPI). AOT has confirmed that it will not claim the increase for the life of the extension period.

AusTender Reporting

Entities may be required to amend existing accommodation Contract Notices on AusTender where the value of the estimated domestic accommodation spend (GST inclusive) for the six-month extension period meets the reporting threshold. Where the value for the extension period does not meet the reporting threshold, the entity does not need to amend its Contract Notice. However, entities may choose to amend their Contract Notices to reflect the actual expenditure for the Deed period (2 July 2012 to 30 June 2017).

It is recommended that Contract Notices be reviewed and updated at least annually. In addition, any related domestic accommodation purchase orders and payments must be blocked from reporting to AusTender from entity input systems (e.g. for SAP systems, the blocking code is 'Previously Gazetted').

Entities are reminded to amend their existing Contract Notice (where required) within 42 days from 1 July 2017 consistent with clause 7.16 of the [Commonwealth Procurement Rules](#) (CPRs) and ensure that the Accommodation [Standing Offer Notice SON590021](#) is included in the Contract Notice.

What else do entities need to do?

Other than amending a Contract Notice for the estimated accommodation spend (GST inclusive) for the extension period, entities do not need to do anything further. The Notices of Accession for the accommodation services are linked to the Deed, which Finance will amend accordingly.

Where can I get more information or assistance?

For further information in relation to the Deed and/or the extension arrangements, please contact the WoAG Travel team. However, for further information on entity reporting obligations, please refer to the [CPRs](#), [Buying for the Australian Government Guide](#), the AusTender Help Desk on 1300 651 698 or tenders@finance.gov.au