



## WoAG Travel Advice 2020/01

8 January 2020

### WoAG Accommodation – Accommodation Requirements in Bushfire Impacted Locations

Dear Entity Travel Managers,

In response to the current bushfire emergencies across Australia, WoAG Travel is working with AOT to review and manage the availability of accommodation for Commonwealth travellers in impacted and surrounding locations.

Wherever possible and appropriate, AOT is aiming to release surplus allotments (rooms held by properties for Commonwealth bookings) to increase availability for impacted communities. To ensure adequate availability is maintained for the Commonwealth, it is critical that AOT is aware of entity's potential upcoming travel plans to affected locations.

#### Action for Travel Managers

- 1) Consult with relevant areas within your entity to identify potential travel and accommodation requirements to bushfire impacted and surrounding locations
- 2) If your entity may travel between now and March to bushfire impacted and surrounding locations, please inform AOT by email. We understand that entities may not yet know the details of their travel plans or their involvement in the bushfire recovery activity, however any available information will be helpful. If possible include the following details when emailing AOT:

**To:** [teamleaders.government@aot.com.au](mailto:teamleaders.government@aot.com.au)

**Copy to (CC):** [woagtravel@finance.gov.au](mailto:woagtravel@finance.gov.au)

**Subject:** [Entity Name] – Accommodation in bushfire affected areas

**Content:** Email to include:

- Relevant entity contacts and their contact details
- If and how your entity is involved in the bushfire recovery activities
- Potential locations where accommodation will be required i.e. City/Town/Suburb and State e.g. Sale VIC
- Approximate travel dates and number of travellers
- Any other relevant details, such as specific accommodation requirements

It is expected that the bushfires will impact accommodation in regional NSW and VIC for several months. Entities are encouraged to continue to keep AOT informed as their accommodation requirements change.

WoAG Travel will continue to work closely with AOT to manage the accommodation in the impacted areas and will keep entities updated as more information becomes available.

Please contact WoAG Travel if you have any questions about this Advice.

